

County of Los Angeles

DEPARTMENT OF PUBLIC SOCIAL SERVICES

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June 12, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD A CONTRACT WITH
LOS ANGELES COUNTY OFFICE OF EDUCATION
TO PROVIDE
JOB READINESS AND CAREER PLANNING SERVICES
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of the Department of Public Social Services (DPSS) to prepare and execute a contract, substantially similar to the enclosed contract, with the Los Angeles County Office of Education (LACOE), effective July 1, 2007 at a maximum total contract amount of \$71,604,640 for a two-year period with three additional one-year renewals to provide Job Readiness and Career Planning Services (Orientation and Job Club Services) to participants of the Department's Greater Avenues for Independence (GAIN) Program. Funding for this contract is included in the DPSS' Fiscal Year 2007-08 Proposed Budget. Funding for future years will be included in the Department's budget requests.
2. Delegate authority to the Director of DPSS to prepare and sign amendments to the contract that result in a cumulative decrease or increase of no more than ten percent of the original contract maximum either (1) when the change is necessitated by additional and necessary services that are required in order to comply with changes in federal, State, or County requirements, or (2) to add services to participants of the County's Refugee Employment Program.

The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendments, and the DPSS Director will notify the CAO in writing within ten business days after execution.

"To Enrich Lives Through Effective And Caring Service"

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this contract will allow DPSS to continue to provide Job Readiness and Career Planning Services to its GAIN participants. These services include Orientation and Job Club services that provide GAIN participants with the tools, skills, information and resources to enable them to overcome barriers and find work through their own efforts. These services assist individuals to move from welfare dependency to self-sufficiency. LACOE will provide services to approximately 11,000 GAIN participants each year.

Services are currently being provided by LACOE to GAIN participants through a contract that commenced July 1, 2002 and will expire on June 30, 2007. During the term of the current contract, LACOE has consistently adapted to program changes and requirements, met the contractual requirements and exceeded the performance expectation of placing 20 percent of participants into full-time employment. For Fiscal Year 2005-06, LACOE's average full-time placement rate was 28 percent.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: Improve the well-being of children and families in Los Angeles County, Strategy #2: Enhance the ability of families to achieve self-sufficiency and economic well-being.

FISCAL IMPACT/FINANCING

The maximum total amount for this contract for the two-year contract term is \$28,196,456. The total amount for the three additional one-year renewals is \$43,408,184. The total maximum amount for the five-year period is \$71,604,640. Funding for this contract is included in the DPSS' Fiscal Year 2007-08 Proposed Budget. Funding for future years will be included in the Department's budget requests. There is no additional Net County Cost impact after the required CalWORKs Maintenance of Effort is met.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The contract allows the Director of DPSS to prepare and sign amendments to the contract that result in a decrease or increase of no more than ten percent of the contract maximum and are needed (1) to comply with changes in federal, State, or County requirements or (2) to add services to participants of the County's Refugee Employment Program.

The Living Wage Ordinance does not apply because the recommended contract is a non-Prop A contract.

The contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

The recommended contract was procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services Operations Manual (Section 23-650.1.12,) which allows for non-competitive contracting with public education agencies.

The regulations generally require that the contract term does not exceed three years. DPSS requested and received permission from CDSS to include three additional one-year renewals beyond the initial two-year term at the discretion of the Director of DPSS.

CONTRACT PERFORMANCE

The monitoring of this contract is performed on a quarterly basis. The expected performance outcome is that participants receive the tools, skills, useful information and resources to enable them to overcome barriers and find work through their own efforts. The current Contract requires that LACOE maintain a full-time Job Placement rate of at least 20 percent.

During the term of the current contract, LACOE has consistently met the contractual requirements and provided effective and sufficient Orientation sessions and Job Club classes. For Fiscal Year 2005-06, LACOE's average full-time placement rate was 28 percent of participants who began Job Club. The last monitoring for the period of January 1, 2007 through March 31, 2007 was completed in May 2007. Overall, the contractor was in compliance with the contract requirements.

DPSS contract monitors perform on-site observations of Orientation sessions and Job Club classes, interview participants and LACOE's instructors at all Job Club sites to ensure that participants are satisfied with the services and the instructors follow the specified schedule as well as cover all the program areas stated in the contract.

DPSS monitors also review case files and reconcile Job Placement data provided by LACOE against County's GAIN Employment Activity and Reporting System data to ensure that the contractor met the Job Placement contractual requirements.

Several changes to the Statement of Work are aimed at meeting new work related activity requirements implemented by the reauthorization of Temporary Assistance to Needed Families. The minimum full-time Job Placement rate was increased from 20 to 30 percent for Fiscal Year 2007-08 and increases each year up to 40 percent in the fifth and final year.

Two performance measures have been added to track participation by GAIN participants:

1. The percent of participants scheduled who show for the first day of Job Club.
2. The percent of participants who begin Job Club that complete Job Club.

The minimum rate for both is 50 percent. The contract contains a provision for liquidated damages if the performance standards are not met.

IMPACT ON CURRENT SERVICES

The contract will allow the continuation of Job Readiness and Career Planning services in Los Angeles County for GAIN participants.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Director of DPSS and one adopted stamped copy to:

Office of the County Counsel
Social Services Division
Attn: David Beaudet
500 West Temple Street, Suite #602
Los Angeles, CA 90012

Respectfully Submitted,



Philip L. Browning
Director

PLB:nl

Enclosure

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors



**GAIN JOB READINESS AND CAREER PLANNING
SERVICES CONTRACT
BY AND BETWEEN
THE COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC SOCIAL SERVICES
AND
LOS ANGELES COUNTY OFFICE OF EDUCATION**

**PREPARED BY
BUREAU OF ADMINISTRATIVE SERVICES
CONTRACT MANAGEMENT DIVISION
12900 CROSSROADS PARKWAY SOUTH
CITY OF INDUSTRY, CALIFORNIA 91746-3411**

June 2007

TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
RECITALS.....		1
1.0	APPLICABLE DOCUMENTS.....	2
2.0	DEFINITIONS	2
3.0	WORK.....	14
4.0	TERM OF CONTRACT.....	14
5.0	CONTRACT PAYMENT.....	15
5.1	Maximum Contract Amount.....	15
5.2	Compensation	15
5.3	Job Placement and Participation Performance Liquidated Damages	16
5.4	Payment Processing.....	17
5.5	Quarterly Reconciliation.....	19
5.6	Royalty Payment to County.....	20
5.7	Non Payment of Services.....	21
5.8	Record Keeping System.....	21
5.9	No Payment for Services Provided Following Expiration/Termination Of Contract...	21
5.10	Invoices and Payments.....	22
6.0	ADMINISTRATION OF CONTRACT- COUNTY.....	22
6.1	County Contract Administrator.....	22
6.2	Quality Assurance Evaluator (QAE).....	23
7.0	ADMINISTRATION OF CONTRACT – CONTRACTOR.....	23
7.1	Contractor Manager.....	23
7.2	Approval of Contractor’s Staff.....	24
7.3	Other Contractor Staffing.....	24
7.4	Confidentiality	24
8.0	STANDARD TERMS AND CONDITIONS.....	25
8.1	Assignment and Delegation by Contractor.....	25
8.2	Audit Settlement.....	26
8.3	Authorization Warranty.....	26
8.4	Budget Reductions.....	26
8.5	Certification Re: Debarment, Suspension, Ineligibility and Voluntary Exclusions-Lower Tier covered Transactions (45 C.F.R. part 76).....	27
8.6	Changes of Address.....	27
8.7	Changes and Amendments of Terms.....	27
8.8	Child/Elder Abuse/Fraud Reporting.....	29
8.9	Civil Rights Complaints Procedure	29
8.10	Collective Bargaining Agreement	30
8.11	Communication	30
8.12	Complaints.....	30
8.13	Completion of Contract	31
8.14	Compliance with Civil Rights Laws	31
8.15	Compliance with Laws	32
8.16	Compliance with the COUNTY’s Jury Service Program	33
8.17	Compliance with Wage and Hour Laws/Fair Labor Standards Act.....	35

PARAGRAPH	TITLE	PAGE
8.18	Confidentiality	35
8.19	Conflict of Interest.....	36
8.20	Consideration of Hiring COUNTY Employees Targeted for Layoff	37
8.21	Consideration of Hiring GAIN/GROW Participants for Employment	37
8.22	Contractor's Acknowledgement of COUNTY'S Commitment to the Safely Surrendered Baby Law	37
8.23	Contractor's Certification of Bilingual Staff.....	37
8.24	Contractor's Charitable Activities Compliance.....	38
8.25	Contractor's Responsibility and Debarment	38
8.26	Contractor's Warranty of Adherence to COUNTY's Child Support Compliance Program	41
8.27	COUNTY's Quality Assurance Plan.....	41
8.28	Covenant against Fees.....	42
8.29	Disclosure of Information	42
8.30	Disputes	42
8.31	Employee Safety.....	43
8.32	Employment Eligibility Verification	43
8.33	Fiscal Accountability	43
8.34	Force Majeure.....	43
8.35	General Insurance Requirements	44
8.36	Governing Law and Venue	47
8.37	Government Observations	47
8.38	Indemnification	47
8.39	Independent Contractor Status	47
8.40	Insurance Coverage Requirements	48
8.41	Liquidated Damages.....	49
8.42	Nondiscrimination in Employment	51
8.43	Notices.....	52
8.44	Notice to Employees Regarding the Federal Earned Income Credit	54
8.45	Notice to Employees Regarding the Safely Surrendered Baby Law.....	54
8.46	Ownership of Data/Equipment.....	54
8.47	Proprietary Rights	55
8.48	Records	55
8.49	Record Retention and Inspection.....	56
8.50	Recycled Bond Paper	57
8.51	Removal of Unsatisfactory Personnel.....	57
8.52	Rules and Regulations.....	57
8.53	Shred Documents	57
8.54	Subcontracting.....	58
8.55	Termination for Breach of Warranty To Maintain Compliance With COUNTY's Child Support Compliance Program.....	59
8.56	Termination for Convenience of the COUNTY.....	60
8.57	Termination for Default of the Contractor.....	61
8.58	Termination for Improper Consideration	63
8.59	Termination for Insolvency.....	63
8.60	Termination for Non-Adherence of County Lobbyist Ordinance	64
8.61	Termination for Non-Appropriation of Funds.....	64
8.62	Timely Completion	64
8.63	Trade Secrets.....	65
8.64	Validity	65
8.65	Verbal Discussions	65
8.66	Waiver.....	65
8.67	Warranty	65

PARAGRAPH	TITLE	PAGE
SIGNATURES		66
STANDARD EXHIBITS		
A	STATEMENT OF WORK AND TECHNICAL EXHIBITS (including 96 unnumbered pages of Technical Exhibit 4).....	67
B	CONTRACTOR’S BUDGET... (with 85 unnumbered pages of Budget detail).....	179
C	CONTRACTOR’S EEO CERTIFICATION.....	180
D	COUNTY’S ADMINISTRATION.....	182
E	CONTRACTOR’S ADMINISTRATION.....	184
F	CONTRACTOR EMPLOYEE ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT.....	186
G	JURY SERVICE ORDINANCE.....	190
H	SAFELY SURRENDERED BABY LAW FACT SHEET.....	195
I	CONTRACTOR’S NONDISCRIMINATION IN SERVICES CERTIFICATION	199
J	ATTESTATION TO WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS	201
K	SAMPLE MONTHLY INVOICE FORMAT.....	203
L	SAMPLE QUARTERLY RECONCILIATION INVOICE FORMAT.....	205
M	INTERNAL REVENUE SERVICE NOTICE 1015	209
N	CERTIFICATION OF NO CONFLICT OF INTEREST.....	211
O	FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION	213
P	CIVIL RIGHTS RESOLUTION AGREEMENT	215
Q	CHARITABLE CONTRIBUTION CERTIFICATE	218
R	NE/NS AND REP JOB READINESS AND CAREER PLANNING SERVICES PROGRAM CHART.....	220
S	LACOE PROPOSED SCHEDULE AND LOCATIONS FOR NE/NS THRESHOLD AND NON-THRESHOLD LANGUAGE JOB CLUB CLASSES.....	222

**GAIN JOB READINESS AND CAREER PLANNING SERVICES CONTRACT
BETWEEN
COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC SOCIAL SERVICES
AND
LOS ANGELES COUNTY OFFICE OF EDUCATION**

This Contract is made and entered into this _____ day of _____ 2007 by and between the County of Los Angeles Department of Public Social Services (hereinafter referred to as COUNTY) and Los Angeles County Office of Education (LACOE) (hereinafter referred to as CONTRACTOR), located at 9300 E. Imperial Highway, Downey, CA 90242.

RECITALS

WHEREAS, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, provided for the Temporary Assistance for Needy Families (TANF) program which replaced the former Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Training (JOBS) program; and

WHEREAS, AB 1542 Chapter 270, Statutes of 1997, established the California Work Opportunity and Responsibility to Kids (CalWORKs) Act of 1997. The Welfare-to-Work program is the employment and training aspect of CalWORKs that replaced the previous Greater Avenues for Independence (GAIN) program, a statewide employment program designed to enable participants to achieve self-sufficiency through employment; and

WHEREAS, CONTRACTOR is a local government agency, is qualified and has the experience and expertise to provide Job Readiness & Career Planning Services; and

WHEREAS, this Contract is further authorized by California Government Code Section 26227 and 31000, Welfare and Institutions Code, Section 11320 et. Seq.; and

WHEREAS, COUNTY finds it necessary to secure such professional services through this Contract; and

WHEREAS, CONTRACTOR has agreed to provide COUNTY with such services and based upon non-competitive negotiation under the Title 45 Code of Federal Regulation, Part 74 (Administration of Grants) and State Department of Social Services regulations Chapter 23-650, CONTRACTOR has been selected for recommendation for award of this Agreement;

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R and S as set forth below are attached to and form a part of this Contract.

In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, services, schedule, or the contents or description of any task, deliverable goods, service or other work, between the Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority:

EXHIBIT A	Statement of Work and Technical Exhibits
EXHIBIT B	Contractor's Budget
EXHIBIT C	Contractor's EEO Certification
EXHIBIT D	County's Administration
EXHIBIT E	Contractor's Administration
EXHIBIT F	Contractor Employee Acknowledgment and Confidentiality Agreement
EXHIBIT G	Jury Service Ordinance
EXHIBIT H	Safely Surrendered Baby Law Fact Sheet
EXHIBIT I	Contractor's Nondiscrimination in Services Certification
EXHIBIT J	Attestation to Willingness to Consider GAIN and GROW Participants
EXHIBIT K	Sample Monthly Invoice Format
EXHIBIT L	Sample Quarterly Reconciliation Invoice Format
EXHIBIT M	Internal Revenue Service Notice 1015
EXHIBIT N	Certification of No Conflict of Interest
EXHIBIT O	Familiarity with the County Lobbyist Ordinance Certification
EXHIBIT P	Civil Rights Resolution Agreement
EXHIBIT Q	Charitable Contribution Certificate
EXHIBIT R	NE/NS Job Readiness and Career Planning Services Program Chart
EXHIBIT S	LACOE Proposed Schedule and Locations for NE/NS Threshold and Non-Threshold Language Job Club Classes

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all other communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to **Section 8.7 Changes and Amendments of Terms** and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 ACCEPTABLE QUALITY LEVEL (AQL)

A measure to express the allowable leeway or variance from the Contract Standard, above which COUNTY will reject a specific service. The AQL does not imply that it is acceptable to vary from the Standard, or the CONTRACTOR may knowingly perform in a defective way.

The AQL recognizes the fact that less than Standard performance may sometimes be unintentional. However, COUNTY expects expert professional services to be provided at all times.

2.2 ADVANCED EARNED INCOME TAX CREDIT (AEITC)

The AEITC is a tax credit designed to supplement the wages of low to moderate-income workers with no cost to the employer.

2.3 APPRAISAL

The initial interview with the GAIN participant conducted by the GSW at the time he/she enters the Welfare-to-Work program. The appraisal provides information about the GAIN participant's employment history and skills, the need for supportive services, and any other information required to determine appropriate assistance and employability versus exemption from work requirements.

2.4 BARRIERS

Personal or other problems/issues that interfere with participation in the Welfare-to-Work program and employment. Barriers can be temporary or long term.

2.5 BOARD OF SUPERVISORS

The Board of Supervisors of the County of Los Angeles.

2.6 BUDGET

The document that details the CONTRACTOR's costs for providing services and that is included in the Contract. The Budget contains the following:

Direct Costs - Payroll, Employee Benefits (Medical, Dental, Life Insurance), Payroll Taxes, Insurance (Real, Personal, etc., as required by the Contract), Supplies, Applicable Taxes and other (specified).

Indirect Costs - General Accounting/Bookkeeping, Management Overhead and other (specified).

Total Cost of Contract Services - The total of Direct and Indirect Costs.

2.7 CalWORKs

Acronym for “California Work Opportunity and Responsibility to Kids” which is the State of California’s time-limited federal TANF assistance program for needy families designed to assist them transition from welfare to self-sufficiency.

2.8 CASE MANAGEMENT

The coordination of services and activities, beginning with Orientation, and including but not limited to: assessing the GAIN participant’s employability and need for supportive services; developing the Welfare-to-Work plan with the GAIN participant; attendance and progress in Welfare-to-Work activities; identifying and authorizing supportive services; making a recommendation of cause for failure to participate; referring the GAIN participant to community resources for Welfare-to-Work activities, counseling and assisting in accessing community resources and resolving problems; documenting case activity in the physical and electronic case file; and completing other required documents. These services are provided by the COUNTY and/or contracted case management Staff.

2.9 CASE NUMBER

A unique seven-digit number that identifies a participant’s CalWORKs/GAIN DPSS record. The number may or may not have a four-digit prefix designating the responsible COUNTY and an aid category.

2.10 CONTRACT

Agreement executed between COUNTY and CONTRACTOR. It sets forth the terms and conditions for the issuance and performance of the **Statement of Work - Exhibit A**.

2.11 CONTRACT MANAGEMENT DIVISION

The Department’s Division responsible for the Contract.

2.12 CONTRACT MANAGER

The individual designated by the CONTRACTOR to administer the contract operations after contract award.

2.13 CONTRACT MONITORING PLAN

The Plan developed by COUNTY, specifically for this Contract, to monitor compliance with the Contract. The elements of the plan are listed in the Performance Requirements Summary.

2.14 CONTRACTOR

Los Angeles County Office of Education (LACOE) or CONTRACTOR which has entered into a contract with the COUNTY to perform or execute the work covered by these specifications.

2.15 CONTRACT START DATE

The date CONTRACTOR begins work in accordance with the terms of the Contract.

2.16 COUNTY CALWORKS PLAN

A document approved by the Los Angeles County Board of Supervisors, and certified as complete by the California Department of Social Services (CDSS), which provides local planning activities and implementation of CalWORKs program components in Los Angeles County.

2.17 COUNTY CONTRACT ADMINISTRATOR (CCA)

The person designated by COUNTY who monitors the CONTRACTOR's performance in the daily operation of the Contract. The CCA provides directions to the CONTRACTOR in the areas relating to policy, information requirements and procedural requirements.

2.18 DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS OR THE DEPARTMENT)

The County Department responsible for providing social services and financial assistance to eligible persons in Los Angeles County. This department is required by the California Department of Social Services to provide services which assist recipients of CalWORKs and General Relief to qualify for, locate and retain appropriate unsubsidized employment through the GAIN/GROW Programs.

2.19 DIRECTOR

The Director of the County of Los Angeles Department of Public Social Services (DPSS), or his authorized representative(s).

2.20 DIRECT SERVICES

The services that are provided directly to the GAIN participant by the CONTRACTOR under this Contract.

2.21 DUAL TRACK SCREENING

GAIN staff assigns a dual track designation to GAIN participants making a failing score on the Literacy Screening Tool. Dual track candidates are offered the option during Job Club to combine part-time work concurrent with a Welfare-to-Work remedial course to improve literacy; i.e., reading, writing, math, English as a Second Language (ESL) and Vocational English as a Second Language (VESL).

2.22 EARNED INCOME TAX CREDIT (EITC)

A federal tax credit issued as an incentive to low to moderate income workers and encouragement to work.

2.23 EMPLOYMENT COUNSELING

Counseling aimed at helping the GAIN participant reach an informed decision on an appropriate employment goal which is provided by a person who has been trained or has experience as an employment counselor.

2.24 FISCAL YEAR

COUNTY Fiscal Year which commences on July 1 and ends the following June 30.

2.25 FLEX (CONCURRENT) JOB CLUB SERVICES

Job Club or Supervised Job Search provided concurrently on a part-time basis with another CalWORKs GAIN activity, or to supplement a GAIN participant's part-time employment of at least 20 hours per week.

2.26 FULL-TIME EMPLOYMENT

Working at least thirty-two (32) hours per week for a single head of household and thirty-five (35) hours per week for a two-parent household, in a job which pays a salary that at least equates to the federal minimum wage, or the State minimum wage, whichever is higher.

2.27 GAIN

Acronym for "Greater Avenues for Independence," a program established on September 26, 1985 with the passage of the State of California Assembly Bill 2580. The GAIN program establishes a comprehensive system of services to assist CalWORKs participants in obtaining unsubsidized employment.

2.28 GAIN COUNTY PLAN

A document approved by the Los Angeles County Board of Supervisors, and certified as complete by the California Department of Social Services (CDSS), which provides local planning activities and implementation of CalWORKs program components in Los Angeles County.

2.29 GAIN EMPLOYMENT ACTIVITY AND REPORTING SYSTEM (GEARS)

The automated data management system used to support the GAIN Program in Los Angeles County by tracking participants, authorizing payments, generating reports, maintaining inventories of available resources, and providing program monitoring data.

2.30 GAIN PARTICIPANTS

TANF/CalWORKs applicants/recipients who COUNTY has determined to be eligible for participation in the GAIN Program.

2.31 GAIN SERVICES WORKER (GSW)

DPSS and contracted staff who directly provide case management services to GAIN Program participants.

2.32 GENERAL EDUCATIONAL DEVELOPMENT (GED) LEVEL

The educational level attained through formal or informal learning that is required for a person to perform satisfactorily on the job. This measure is not related to job specific information.

2.33 JOB CLUB SERVICES

A GAIN activity, four weeks in length for English and Spanish Job Club classes and three weeks in length for Non-English/Non-Spanish (NE/NS) Job Club classes, including all CONTRACTOR-provided employment seeking and placement activities, enabling GAIN participants to obtain gainful employment.

2.34 JOB DEVELOPER

CONTRACTOR and COUNTY staff who assist GAIN participants in finding employment by networking with local businesses to locate employment opportunities, referring GAIN participants to employers with job openings that match their qualifications, and disseminating job opening information to COUNTY/contracted GAIN case management staff.

2.35 JOB DEVELOPMENT

A GAIN activity consisting of 1) the identification and creation of employment opportunities for GAIN participants, and 2) employment-seeking assistance provided to the GAIN participant, on a one-to-one basis, by a person who has been trained or has experience as an employment counselor.

2.36 JOB PLACEMENT

The initial employment of a GAIN participant in a particular full-time job or part-time job.

2.37 JOB PLACEMENT RATE

The Job Placement Rate shall be the ratio of the Job Placement Count to the Job Club Starts each month. The monthly rate shall be calculated by dividing the Job Placement Count by the number of Job Club starts. GAIN participants who start a Job Club session that extends beyond the start month shall be included in the calculation of the Job Placement Rate. Participants who start Job Club but who are excused from completing Job Club by their GSW will not be included in the calculation. The “placement window” begins on GAIN participants’ first day of the Job Club session and ends three-weeks following the end date of the Job Club session.

- ▶ **Job Placement Count:** - The Job Placement Count is the sum of all GAIN participants who start Job Club and the participant secures full-time employment.
- ▶ **A GAIN Participant** who starts Job Club, with the CONTRACTOR’s assistance, acquires enrollment in an education/training program in combination with part-time employment during the third week of targeted job search, or the “placement window”, is credited to the CONTRACTOR as a Full-Time Placement Count.
- ▶ **The Flex or Dual Track GAIN Participant** who starts Job Club and secures part-time employment for a minimum of 20 hours weekly or secures extended work hours on the existing part-time employment that may total more than 32 hours is credited a full-time employment count.
- ▶ **Job Club Starts Count** - The Job Club Starts shall be the number of GAIN participants who start Job Club during the month.

2.38 JOB READINESS & CAREER PLANNING SERVICES PROGRAM

A program designed to provide enhanced Welfare-to-Work activities/services to Los Angeles County GAIN participants. The Program consists of two major components: (1) a one-day Orientation classroom activity which includes a motivation segment and (2) a four-week Job Club which includes a Job Search segment for English and Spanish speaking participants, or a three-week Job Club for Non-English/Non-Spanish (NE/NS) and Refugee Employment Program (REP) participants.

2.39 LABOR MARKET INFORMATION (LMI)

A users' guide that is created, maintained and updated by the California Employment Development Department's (EDD) Labor Market Information Division to assist in gathering labor market information. Information available on LMI is used by DPSS and its contractors to develop education and training resources. LMI may be accessed through the internet at www.labormarketinfo.edd.ca.gov.

The LMI, which is periodically updated, provides a list of entry-level growth occupations best suited for GAIN participants. It is used by DPSS and its intermediaries to develop education and training resources for GAIN and by case manager and vocational assessors in the development of viable employment plans for GAIN participants.

2.40 LEARNING DISABILITIES

A heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual and presumed to be due to central nervous system dysfunction. Even though a learning disability may occur concomitantly with other handicapping conditions (e.g., sensory or mental impairment); or environmental retardation, social and/or emotional disturbance influences (e.g., cultural differences, insufficient/inappropriate instruction, psychogenic factors); it is not the direct result of those conditions or influences.

2.41 LEARNING DISABILITIES PROGRAM

A program designed to improve services to Welfare-to-Work participants by offering screening and evaluation for learning disabilities, documenting the identification of a learning disability and accommodations needed by the participant to become self-supporting.

2.42 LEP

Acronym used to identify GAIN participants who are “Limited English Proficient.” LEP means an individual whose primary language is not English and who is unable to speak, read, write or understand the English language at a level that permits him/her to have a meaningful access to and participate fully in DPSS benefits, programs and services.

2.43 LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)

The entity which has entered into a contract with the COUNTY to perform or execute the work covered by these specifications; CONTRACTOR.

2.44 MANAGEMENT SERVICES

Management Services encompasses all of the administrative duties required of CONTRACTOR to implement this contract including, but not limited to, subcontracting, monitoring, auditing, submitting required reports, invoicing, and providing liaison services and technical assistance to COUNTY.

2.45 MONTHLY MANAGEMENT REPORT (MMR)

A group of reports provided monthly to the CCA by the CONTRACTOR’s Contract Manager. The MMR provides details of the Contract functions performed. Format and content of the management report must be approved by COUNTY.

2.46 OCCUPATIONAL EMPLOYMENT STATISTICS (OES)

An occupational classification system based on annual surveys conducted by the Department of Labor.

2.47 ORIENTATION

Orientation is the first activity in Los Angeles County’s Welfare-to-Work Program. This one-day activity provides an overview of the GAIN program and services in the morning and the afternoon is devoted to motivational training.

2.48 PART-TIME EMPLOYMENT

Working a minimum of twenty (20) hours and less than thirty-two (32) hours per week for a single parent household, or under a total of thirty-five (35) hours per week for a two-parent household, in a job for wages which would at least equate to the federal minimum wage or to the State minimum wage, whichever is higher.

2.49 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The document furnished by COUNTY (Technical Exhibit 1), which identifies and summarizes the key performance indicators of this Contract. COUNTY will be using the PRS in evaluating CONTRACTOR to assure that the Contract performance standards are met.

2.50 POST-EMPLOYMENT SERVICES (PES)

Voluntary work-related supportive services available to CalWORKs GAIN participants working 32/35 hours per week, or former CalWORKs participants who have left cash assistance within a 12-month period due to earnings or employment.

PES services include career assessment, education, training, mentoring, child care, transportation, and job retention services.

The goal of PES services is to provide individuals with information and services to enable them to retain unsubsidized employment, improve career potential and achieve economic self-sufficiency at a living wage prior to exhausting their 60-month lifetime Temporary Assistance to Needy Families (TANF) time limit.

2.51 QUALITY ASSURANCE MONITORING PLAN (QAMP)

The plan developed by COUNTY, specifically for this Contract, to monitor compliance with the Contract.

2.52 QUALITY CONTROL PROGRAM

All necessary measures taken by CONTRACTOR to assure that the quality of services will meet Contract requirements regarding effectiveness, timeliness, accuracy, appearances, completeness, consistency, and conformity.

2.53 RESOURCE AND REFERRAL/ALTERNATIVE PAYMENT PROGRAM (R&R/APP) PROVIDERS

There are thirteen (13) Resource & Referral/Alternate Payment Provider Agencies with staff co-located at each GAIN Regional Office. R&R/APP staff provide information to GAIN participants on child care eligibility, payment processing, and referrals to available licensed child care during the GAIN Orientation segment of Job Club.

2.54 SELF-SUFFICIENCY

A level at which GAIN participants have the skill and ability to be economically independent and have obtained a steady source of income that removes the need for welfare assistance.

2.55 STANDARD

A minimum requirement set by the COUNTY for the CONTRACTOR to perform a service or activity.

2.56 STATEMENT OF WORK

The document that describes:

- Specific requirements for management services and deliverables associated with those services and;
- The relationship that will exist between COUNTY and CONTRACTOR.
- Exhibit A to this Agreement.

2.57 SUBSIDIZED EMPLOYMENT

Employment in which a GAIN participant's wage is provided by a subsidy.

2.58 SUPERVISED JOB SEARCH

An organized method of seeking work which may include: accessing the phone banks, job orders and direct referrals to employers in a clean and well-lighted place, which is overseen, reviewed and critiqued by a person who has been trained or has experience as an employment counselor.

2.59 SUPPORTIVE SERVICES

Services available to GAIN participants to enable them to participate in GAIN activities. The following are included under the Supportive Services umbrella: supplies and services as it refers to Mental Health, Substance Abuse and Domestic Violence. This term is also used to refer to funds authorized by the GSW/Contract Case Manager to cover services and supply costs. Examples of services and supplies are: child care, transportation, tools, etc., made available to the GAIN participants by the COUNTY, which enable them to participate in GAIN activities and/or accept employment opportunities.

2.60 TANF

Acronym for "Temporary Assistance for Needy Families." Name of the federal welfare reform program which provides time-limited assistance to

needy families and assists them to transition from Welfare-to-Work. TANF is known in California as CalWORKs.

2.61 TARGETED JOB TAX CREDIT

A wage subsidy in the form of a tax credit given to employers who hire new eligible GAIN participants.

2.62 UNSUPERVISED JOB SEARCH

An activity in which the GAIN participant independently seeks employment and is required to make periodic progress reports.

2.63 VOCATIONAL ASSESSMENT

Services provided to the GAIN participant, by a vocational assessor(s) under contract with the COUNTY, to evaluate the GAIN participant's vocational aptitudes and skills, to explore reasonable job goals and develop a suitable employment plan.

2.64 WAGE RATE

The average initial (entry level) hourly wage paid for all GAIN participants who enter employment in a given month.

2.65 WELFARE FRAUD

The willful and criminal deception intended to obtain funds from COUNTY. The most common type of fraud is the GAIN participant's failure to report his/her income. This includes earnings from employment and unearned income; e.g., child support, unemployment benefits, disability benefits, etc.

2.66 WELFARE-TO-WORK ACTIVITY

The series of components that make up the Welfare-to-Work/ GAIN Program. Components include but are not limited to: Appraisal, Self-Initiated Program, Orientation/Motivation, Job Club/Job Search, Vocational Assessment, Post Assessment Activities and Post Employment.

2.67 WELFARE-TO-WORK DIVISION:

A division within DPSS assigned the responsibility for administration of the GAIN program. This division is also responsible for the provisions of technical assistance to contractors to ensure GAIN program requirements are met.

2.68 “WORK FIRST” MESSAGE

Welfare-to-Work program focus on moving GAIN participants rapidly into jobs.

2.69 WORKFORCE INVESTMENT ACT

The Workforce Investment Act of 1998 (WIA) provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers. GAIN participants are eligible for and are encouraged to utilize WIA services.

3.0 WORK

3.1 Pursuant to the provisions of this Contract, the CONTRACTOR shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the **Statement of Work - Exhibit A**.

3.2 If the CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR shall have no claim whatsoever against the COUNTY.

4.0 TERM OF CONTRACT

4.1 Subject to COUNTY's right to terminate earlier in whole or in part for convenience, non-appropriation of funds or defaults of CONTRACTOR, the term of this Contract shall be for a two-year period with three (3) additional one-year renewals at the COUNTY's option, commencing one day after DPSS Director's signature or July 1, 2007, whichever is later, and terminating on June 30, 2009, subject to Amendments permitted under **Sub-Section 8.7.3.8**.

4.2 CONTRACTOR shall notify COUNTY when this Contract is within six (6) months from the expiration of the term as provided for herein above. Upon occurrence of this event, CONTRACTOR shall send written notification to COUNTY at the address herein provided in **Exhibit D - County's Administration**.

5.0 CONTRACT PAYMENT

5.1 MAXIMUM CONTRACT AMOUNT

The maximum compensation amount if the Contract is extended for the entire five-year period as permitted in this Contract is \$71,604,640.

Each Fiscal Year is subject to the following maximum amounts:

Fiscal Year 2007-08: Annual maximum of \$14,063,824

Fiscal Year 2008-09: Annual maximum of \$14,132,632

Fiscal Year 2009-10: Annual maximum of \$14,299,152

Fiscal Year 2010-11: Annual maximum of \$14,468,069

Fiscal Year 2011-12: Annual maximum of \$14,640,963

In the event COUNTY determines that based on the GAIN participant caseload, the number of Job Club class sessions described in Exhibit A, Statement of Work, shall be reduced, the Contract Budget, Exhibit B, shall be reduced accordingly. A Contract Amendment shall be executed to reduce the Contract Maximum and the annual maximum(s).

5.1.1 Contract expenditures that exceed the maximum amount or the annual maximum shall not be reimbursed by COUNTY and shall become the fiscal responsibility of CONTRACTOR.

5.1.2 Compensation Record Keeping

CONTRACTOR shall maintain a system of record keeping that will allow CONTRACTOR to determine when it has incurred seventy-five percent (75%) of the total compensation authorization under this Contract. Upon occurrence of this event, CONTRACTOR shall send written notification to the Department of Public Social Services at the address herein provided under **PART 8.0, STANDARD TERMS AND CONDITIONS, Section 8.43 Notices.**

5.2 COMPENSATION

5.2.1 Payments will be made monthly in arrears provided that CONTRACTOR is not in default under any provisions of the Contract and has submitted a complete and accurate statement of payment due, with documentation attached, supporting the statement of payment due.

- 5.2.2** The CONTRACTOR will be compensated based on the actual cost reimbursement method for operating all aspects of the Orientation and Job Club requirements. For the first and second month of each quarter, CONTRACTOR shall be paid a flat amount equal to 1/12 of the annual budget approved by COUNTY and included in **Exhibit B**. The COUNTY will reconcile monthly payments to the CONTRACTOR's quarterly reconciliation invoice representing CONTRACTOR's actual costs as provided under **PART 5.0 CONTRACT PAYMENT, Section 5.5 Quarterly Reconciliation** of the Contract.

5.3 JOB PLACEMENT AND PARTICIPATION PERFORMANCE LIQUIDATED DAMAGES

- 5.3.1** CONTRACTOR is expected to maintain a quarterly Job Placement Rate as follows:

30%	during Fiscal Year 2007-2008
32.5%	during Fiscal Year 2008-2009
35%	during Fiscal Year 2009-2010
37.5%	during Fiscal Year 2010-2011
40%	during Fiscal Year 2011-2012

- A.** For the four-week Job Club, CONTRACTOR's "placement window" shall begin on regular GAIN participants' first day of the four-week Job Club session and end three-weeks following the end date of the four-week Job Club session.
- B.** For the three-week Job Club, CONTRACTOR's "placement window" shall begin on NE/NS GAIN participants' first day of the three-week Job Club session and end three weeks following the end date of the three-week Job Club session.

- 5.3.2** COUNTY will randomly select one month per calendar quarter to reconcile CONTRACTOR's job placements to its job sessions and against COUNTY data to ensure that performance penalties are not warranted.

- 5.3.3** Commencing with the second month of the Contract, the CONTRACTOR's performance will be monitored no less than quarterly, but as frequently as monthly, and the CONTRACTOR may be assessed a penalty as outlined in **Sub-Section 5.3.4**.

- 5.3.4** To the extent that the CONTRACTOR's Job Placement Rate falls below the above required percentage, **liquidated damages of up to 2.5%** of the CONTRACTOR's flat monthly fee for Job Club may be assessed.

The Job Placement Rate will be calculated based on each quarter Countywide.

- 5.3.5** CONTRACTOR may count each part-time employment of GAIN participants, with the exception of Flex and Dual Track GAIN participants, as equivalent to one-half of a full-time employment placement, in order to avoid liquidated damages. However, a Contract Discrepancy Report will be issued by the CCA and CONTRACTOR will be required to submit and implement a Corrective Action Plan.

- 5.3.6** CONTRACTOR may count the part-time employment acquired during the Job Club placement window of Flex or Dual Track participants as equivalent to a full-time placement.

- 5.3.7** Persons removed from Job Club at the request of the GAIN Services Worker will not be included in calculating the Job Placement Rate.

- 5.3.8** The CONTRACTOR is also expected to maintain an overall acceptable Job Club Show Rate of at least 50% and a Job Club Completion Rate of at least 50%. If the Show Rate or the Completion Rate falls below the 50%, **liquidated damages of up to 2.5%** of the CONTRACTOR's flat monthly fee for Job Club may be assessed.

The Job Club Show Rate is the Ratio of the Show Count to the Referral (Schedule) Count, each quarter, Countywide.

The Job Club Completion Rate is the Ratio of the Completion Count to the Show Count, each quarter, Countywide.

5.4 PAYMENT PROCESSING

- 5.4.1** CONTRACTOR shall invoice COUNTY for Services provided to GAIN participants.

5.4.2 CONTRACTOR shall prepare and submit, on a monthly basis, one invoice to report the costs for Orientation and Job Club services (Reference **Sample Monthly Invoice Format-Exhibit K**), in an original and one copy, to the County Contract Administrator (CCA).

5.4.3 Invoices are to be submitted within fifteen (15) calendar days after the end of the month in which services were provided or payment may be delayed. Each invoice shall be supported by back-up documentation to validate the invoice amount. The documentation for Orientation and Job Club shall include, but may not be limited to the Monthly Management Report.

5.4.4 The COUNTY will review and authorize payment of the invoice as soon as possible after receipt. The COUNTY will make a reasonable effort to effect payment to the CONTRACTOR within thirty (30) calendar days from receipt of an invoice which is accurate and complete as to form and content.

The CONTRACTOR shall invoice and the COUNTY shall authorize payment only for Job Readiness and Career Planning Services completed during the invoice month. For invoicing purposes, the CONTRACTOR shall clearly identify services as "Job Readiness & Career Planning Services".

5.4.5 The COUNTY may delay the last payment due hereunder up to six (6) months after the termination of the Contract. The CONTRACTOR shall be liable for payment on thirty (30) days written notice of any offset authorized by the COUNTY not deducted from any payment made by the COUNTY to the CONTRACTOR.

5.4.6 Prior to receiving final payment hereunder, the CONTRACTOR shall submit a signed, written release discharging the COUNTY, its officers and employees, from all liabilities, obligations, and claims arising out of or under this Contract, except for any claims specifically described in detail in such release.

5.4.7 Payment to the CONTRACTOR shall be only upon written approval of the invoice by the CCA or his/her designated representative.

CONTRACTOR shall submit the invoice to the CCA at:

**Department of Public Social Services
Contract Management Division
12900 Crossroads Parkway South, 2nd Floor
City of Industry, CA 91746-3411**

Attention: Nha Le, County Contract Administrator

5.4.8 Any reconciling adjustments to the monthly payment will be handled in accordance to the provisions as stated below.

5.4.8.1 If the quarterly reconciliation finds that COUNTY's dollar liability was more than payments made by the COUNTY to CONTRACTOR, or that COUNTY's dollar liability for such services is less than payments made by COUNTY to the CONTRACTOR, then COUNTY shall either credit or deduct the difference against future payments hereunder to CONTRACTOR.

5.4.8.2 Payment to CONTRACTOR may be subject to deduction for liquidated damages, as defined in **Section 5.3** or in **PART 8.0 STANDARD TERMS AND CONDITIONS, Section 8.41 Liquidated Damages**.

In no event shall COUNTY's maximum obligation under this Contract exceed the funds appropriated by COUNTY for the purpose of this Contract for each Fiscal Year of the Contract.

5.4.9 COUNTY shall have no requirement for payment other than as set forth in this Contract.

5.5 QUARTERLY RECONCILIATION

5.5.1 CONTRACTOR shall provide a quarterly written reconciliation invoice of actual costs within thirty (30) calendar days after the end of each quarter. For this contract, the first quarterly reconciliation shall be for July 2007 through September 2007 and shall be submitted to COUNTY no later than October 31, 2007.

5.5.2 COUNTY shall not make monthly payments for the month in which a reconciliation invoice is due (e.g. October, January, April and July), until the reconciliation invoice has been received and processed by COUNTY.

5.5.3 For all reconciliations, CONTRACTOR shall use quarterly invoices similar to **Exhibit L - Sample Quarterly Reconciliation Invoice Format**.

5.5.4 CONTRACTOR shall include with the Reconciliation Invoice the detailed line item support documentation to validate the Reconciliation Invoice amounts, in accordance with **Exhibit B, Contractor's Budget**, which includes but is not limited to, the following:

5.5.4.1 Administrative costs and support services costs, separately identified for each service type, i.e., Orientation and Job Club.

5.5.4.2 Personnel expenditures for each service type itemized by pay classification, e.g., certificated salaries, classified salaries, etc

5.5.4.3 Contract expenditures not listed above per **Sub-Section 5.5.4.1 and 5.5.4.2** shall be listed separately, e.g., fringe benefits, supplies, equipment, and any other information found necessary by CONTRACTOR or COUNTY.

5.5.4.4 Any prorated cost(s) pursuant to **Sub-Section 5.5.4.1, 5.5.4.2 and 5.5.4.3** above shall be clearly identified on the Reconciliation Invoice.

5.5.4.5 CONTRACTOR's total net profits for the quarter from the sale of the "Passport to Success" and "GOALS" material, as well as the corresponding royalty payments remitted to COUNTY pursuant to **Section 5.6 Royalty Payment to County** below, shall be shown.

5.6 ROYALTY PAYMENT TO COUNTY

In the first month of each quarter, beginning the second quarter of Contract direct services, CONTRACTOR shall remit a check to COUNTY in an amount equal to twenty percent (20%) of the prior quarter's net profit, i.e., CONTRACTOR'S gross earnings less CONTRACTOR costs, (minus taxes) from the sale of both the "Passport to Success" and "GOALS" material, payable to DPSS.

CONTRACTOR shall note that the check is a royalty payment pursuant to **Section 5.6 Royalty Payment to County** of this Job Readiness & Career Planning Services Contract, and mail it to:

**DPSS Fiscal Operations Section
Attention: DPSS Cashier
P.O. Box 76687
Los Angeles, California 90076-0687.**

A copy of the transmittal shall be sent to the CCA. If no royalty payment is due COUNTY, CONTRACTOR shall provide CCA with a notice stating no royalty payment is due.

CONTRACTOR shall submit appropriate revenue and expenditure accounting detail to support the royalty payment pursuant to **Section 5.6. Royalty Payment to County.**

5.7 NON PAYMENT OF SERVICES

The CONTRACTOR shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the CONTRACTOR's duties, responsibilities, or obligations, or performance of same by any entity other than the CONTRACTOR, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the COUNTY's express prior written approval.

5.8 RECORD KEEPING SYSTEM

CONTRACTOR shall maintain a system of record keeping that will allow CONTRACTOR to determine when it has incurred seventy-five percent of the total contract authorization under this Contract. Upon occurrence of this event, CONTRACTOR shall send written notification to DPSS at the address herein provided in **Exhibit D - County's Administration.**

5.9 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION/TERMINATION OF CONTRACT

CONTRACTOR shall have no claim against COUNTY for payment of any money or reimbursement, of any kind whatsoever, for any service provided by CONTRACTOR after the expiration or other termination of this Contract. Should CONTRACTOR receive any such payment it shall immediately notify COUNTY and shall immediately repay all such funds to COUNTY. Payment by COUNTY for services rendered after expiration/termination of this Contract shall not constitute a waiver of COUNTY's right to recover such payment from CONTRACTOR. This provision shall survive the expiration or other termination of this Contract.

5.10 INVOICES AND PAYMENTS

5.10.1 The CONTRACTOR shall invoice the COUNTY only for providing the tasks, deliverables, goods, services, and other work specified in **Exhibit A - Statement of Work** and elsewhere hereunder and as provided in **Exhibit B - Contractor's Budget**.

5.10.2 COUNTY's Approval of Invoices.

All invoices submitted by the CONTRACTOR for payment must have the written approval of the County Contract Administrator prior to any payment thereof. In no event shall the COUNTY be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld, and in no instance will such approval take more than two (2) weeks from receipt of properly prepared, complete and accurate invoices by the COUNTY.

6.0 ADMINISTRATION OF CONTRACT – COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following Sub-paragraphs are designated in **Exhibit D - County's Administration**. The COUNTY shall notify the CONTRACTOR in writing of any change in the names or addresses shown.

6.1 COUNTY CONTRACT ADMINISTRATOR (CCA)

The COUNTY shall designate one person who will act as the CCA on all matters pertaining to this Contract. Specifically, the CCA or alternate shall:

6.1.1 Provide direction to the CONTRACTOR in areas relating to policy, procedural requirements, service performance requirements, and information pertaining to the Contract.

6.1.2 Monitor the CONTRACTOR's service performance in daily operations of this Contract.

6.1.3 Negotiate with CONTRACTOR on changes in service requirements pursuant to the Contract
PART 8.0 STANDARD TERMS AND CONDITIONS, Section 8.7, Changes and Amendments of Terms.

6.1.4 Not be authorized to make changes in the Standard Terms and Conditions of this Contract and is not authorized to obligate the COUNTY in any way whatsoever.

6.1.5 Inform the CONTRACTOR of the name, address and telephone number of the CCA in writing, at the time of Contract is awarded, and at any time thereafter a change of CCA is made.

6.2 QUALITY ASSURANCE EVALUATOR (QAE)

6.2.1 The QAE is responsible for the quality monitoring of CONTRACTOR's performance. The QAE may or may not be the same person as the CCA.

6.2.2 The QAE is not authorized to make any changes in the Terms and Conditions of the Contract and is not authorized to obligate DPSS in any way whatsoever.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

7.1 CONTRACTOR MANAGER

7.1.1 Contractor Manager is designated in **Exhibit E - Contractor's Administration**. The CONTRACTOR shall notify the COUNTY in writing of any change in the name or address of the Contractor Manager.

7.1.2 The CONTRACTOR shall provide a Contractor Manager or alternate who will act as liaison with COUNTY and be responsible for planning, coordinating and implementing service delivery systems for the Job Readiness & Career Planning Services Program and the overall management of this Contract. The Contractor Manager or alternate shall be identified, in writing, prior to Contract award and at anytime thereafter a change of Contractor Manager or alternate is made.

Specifically, the Contractor Manager, or his/her alternate, shall:

A. Have full authority to act for the CONTRACTOR on all Contract matters relating to the daily operation of this Contract.

B. Be available between 8:00 a.m. and 5:00 p.m. Monday through Friday except COUNTY holidays and on Saturdays, as required.

- C. Be able to read, write, speak and understand English.
- D. Have passed a background check conducted by CONTRACTOR including Criminal Convictions, Welfare Fraud and Employment History.
- E. Possess the education, skills and experience levels as described in Contractor Manager's Job Description contained in this **Exhibit A Statement of Work, Technical Exhibit 13.**

7.2 APPROVAL OF CONTRACTOR'S STAFF

COUNTY has the absolute right to approve or disapprove all of CONTRACTOR staff performing work hereunder and any proposed changes in CONTRACTOR's staff, including, but not limited to, Contractor Manager.

7.2.1 The Contractor Manager and any alternate shall be identified in writing prior to the Contract start date and at any time thereafter a change of Contractor Manager is made.

7.2.2 The Contractor Manager is not authorized to make any changes in the Terms and Conditions of the Contract and is not authorized to obligate CONTRACTOR to DPSS in any way whatsoever.

7.3 OTHER CONTRACTOR STAFFING

The CONTRACTOR shall provide staff with background experience and expertise to provide the services required in the Statement of Work.

All CONTRACTOR staff is expected to exhibit professional behavior at all times while performing services under this Contract. Failure to do so is grounds for COUNTY to request CONTRACTOR to immediately remove such staff from working on this Contract.

7.4 CONFIDENTIALITY

The CONTRACTOR shall maintain the confidentiality of all records obtained from the COUNTY under this Contract in accordance with all applicable federal, State or local laws, ordinances, regulations and directives relating to confidentiality.

The CONTRACTOR shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract. The CONTRACTOR shall cause each employee performing services covered by this Contract to sign and adhere to the “**Contractor Employee Acknowledgment and Confidentiality Agreement**” - Exhibit F.

8.0 STANDARD TERMS AND CONDITIONS

8.1 ASSIGNMENT AND DELEGATION BY CONTRACTOR

8.1.1 CONTRACTOR shall not assign its rights or delegate its duties under the Agreement, or both, whether in whole or in part, without the prior written consent of COUNTY, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, COUNTY consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties.

Any payments by COUNTY to any approved delegate or assignee on any claim under the Agreement shall be deductible, at COUNTY's sole discretion, against the claims which CONTRACTOR may have against COUNTY.

8.1.2 Shareholders, partners, members, or other equity holders of CONTRACTOR may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of CONTRACTOR to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of COUNTY in accordance with applicable provisions of this Agreement.

8.1.3 Any assumption, assignment, delegation, or takeover of any of the CONTRACTOR's duties, responsibilities, obligations, or performance of same by any entity other than the CONTRACTOR, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without COUNTY's express prior written approval, shall be a material breach of the Agreement which may result in the termination of the Agreement. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against

CONTRACTOR as it could pursue in the event of default by CONTRACTOR.

8.2 AUDIT SETTLEMENT

If, at any time during the term of the Contract or within five (5) years after the expiration or termination of the Contract, authorized representatives of COUNTY, the State of California, or the federal government, conduct an audit of CONTRACTOR regarding the services provided to the COUNTY hereunder, and if such audit finds that the COUNTY's dollar liability for such services is less than payments made by COUNTY to the CONTRACTOR, then CONTRACTOR agrees that the difference, at the Director's discretion, shall be either: 1) repaid forthwith by the CONTRACTOR to COUNTY by cash payment, or 2) at the COUNTY's option, credited against any future payments due by the COUNTY, to the CONTRACTOR, whether under this Contract or otherwise.

If such audit finds that the COUNTY's dollar liability for services provided hereunder is more than payments made by the COUNTY to the CONTRACTOR, then the difference shall be paid to CONTRACTOR by the COUNTY provided that in no event shall the COUNTY's maximum obligation for this Contract exceed the funds appropriated by COUNTY for the purpose of this Contract.

COUNTY will notify CONTRACTOR of any audit dispute and permit CONTRACTOR to participate in any response. Nothing in this section constitutes a waiver of CONTRACTOR's rights and remedies.

8.3 AUTHORIZATION WARRANTY

The CONTRACTOR represents and warrants that its signatory to the Contract is fully authorized to obligate the CONTRACTOR hereunder and that all corporate acts necessary to the execution of this Contract have been accomplished.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any Fiscal Year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of COUNTY employees and imposes similar reductions with respect to COUNTY Contracts, the COUNTY reserves the right to reduce its payment obligation correspondingly for that Fiscal Year and any subsequent for Fiscal Year services provided by CONTRACTOR under the Contract.

COUNTY's notice to the CONTRACTOR regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions.

Except as set forth in the preceding sentence, CONTRACTOR shall continue to provide all of the services set forth in the Contract.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS (45 C.F.R. part 76)

CONTRACTOR hereby acknowledges that the COUNTY is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts.

By executing this Contract, CONTRACTOR certifies that neither it nor any of its owners, officers, partners, directors, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further by executing this Contract, CONTRACTOR certifies that, to its knowledge, none of its subcontractors, at any tier, or any owner, officer, partner, director or other principal of any subcontractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts.

CONTRACTOR shall immediately notify COUNTY in writing, during the term of this Contract, should it or any of its subcontractors or any principals of either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of CONTRACTOR to comply with this provision shall constitute a material breach of this Contract upon which the COUNTY may immediately terminate or suspend this Contract.

8.6 CHANGES OF ADDRESS

Either party can designate a new address by giving written notice to the other party.

8.7 CHANGES AND AMENDMENTS OF TERMS

The COUNTY reserves the right to change, through negotiation, any portion of the work required under the Contract, or amend such other terms and conditions, which may become necessary. Any such revisions shall be accomplished in the following manner:

- 8.7.1** For any change which does not materially affect the scope of work or any other term or condition included under this Contract, a *Change Notice* shall be prepared and signed by the COUNTY Contract Administrator (CCA) and the CONTRACTOR's Contract Manager.
- 8.7.2** For any revision, which materially affects the scope of work or any term and condition included in the Contract, a negotiated amendment to the Contract shall be executed by the COUNTY Board of Supervisors and the CONTRACTOR except as provided in **Sub-Section 8.7.3** herein below.
- 8.7.3** The DPSS Director may prepare and sign amendments to the Contract without further action by the Board of Supervisors under the following conditions:
- 8.7.3.1 Amendments shall be in compliance with applicable County, State and federal regulations; and
 - 8.7.3.2 The Board of Supervisors has appropriated sufficient funds in the Department of Public Social Services (DPSS); and
 - 8.7.3.3 DPSS shall obtain the approval of County Counsel or his designee for an amendment to this Contract; and
 - 8.7.3.4 Director will file a copy of all amendments with the Executive Office of the Board of Supervisors and Chief Administrative Office within fifteen (15) days after execution of each amendment; and
 - 8.7.3.5 The Amendment is for a decrease in the Contract costs; or
 - 8.7.3.6 There is no change in Contract costs; or
 - 8.7.3.7 The Amendment is for an increase of no more than ten percent of the original Contract Maximum, and is necessitated by additional and necessary services that are required for the CONTRACTOR to comply with changes in federal, State, or County requirements; or
 - 8.7.3.8 The Amendment is to extend the term of this Contract for one year. The Director may execute up to three one-year extensions.

8.8 CHILD/ELDER ABUSE/FRAUD REPORTING

- 8.8.1** CONTRACTOR staff working on this Contract shall comply with *California Penal Code* (hereinafter "*PC*") *Section 11164 et seq.* and shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections. Child abuse reports shall be made by telephone to the Department of Children and Family Services hotline at (800) 540-4000 within three (3) business days and shall submit all required information, in accordance with the PC Sections 11166 and 11167.
- 8.8.2** CONTRACTOR staff working on this Contract shall comply with *California Welfare and Institutions Code (WIC)*, *Section 15600 et seq.* and shall report all known or suspected instances of abuse of elders and dependent adults either to an appropriate COUNTY adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The CONTRACTOR staff working on this Agreement shall make the report on such abuse, and shall submit all required information, in accordance with the WIC Sections 15630, 15633 and 15633.5.
- 8.8.3** CONTRACTOR staff working on this Contract shall immediately report all suspected or actual welfare fraud situations to the COUNTY.

8.9 CIVIL RIGHTS COMPLAINTS PROCEDURE

CONTRACTOR shall comply with the terms of the Civil Rights Resolution Agreement as directed by DPSS, which includes but is not limited to the following:

- 8.9.1** Ensure public contact staff attends mandatory Civil Rights training as provided or arranged by DPSS.
- 8.9.2** Ensure notices and correspondences sent to participants are in their designated primary language and provide interpreters to ensure meaningful access to services to all participants.
- 8.9.3** Maintain a record of all Civil Rights materials provided by DPSS and ensure all participants are provided with the Civil Rights materials.
- 8.9.4** Develop, and operate procedures for receiving and responding to Civil Rights complaints as follows:

- A. CONTRACTOR must provide and assist participants with completing a PA 607 Complaint of Discriminatory Treatment in the participants' primary language;
- B. CONTRACTOR must maintain a log of Civil Rights complaints;
- C. CONTRACTOR Contract Manager (CCM) will act as the Civil Rights Liaison (CRL) between CONTRACTOR and the County Contract Administrator (CCA) and the Civil Rights Section (CRS);
- D. CCM/CRL must forward all PA 607s to the CCA within (2) two business days;
- E. CCM/CRL should not attempt to investigate Civil Rights complaints. Investigations are handled by CRS.

8.10 COLLECTIVE BARGAINING AGREEMENT

To comply with California Department of Social Services Regulations, Section 23-610 (d) (22), the CONTRACTOR agrees to provide to the COUNTY, upon request, a copy of any collective bargaining contract covering employees providing services under the Contract.

8.11 COMMUNICATION

The CONTRACTOR shall endeavor to maintain the good will and spirit of cooperation that exists between the COUNTY and welfare advocacy groups who represent participants provided services under this Contract. Cooperation shall include verbal and written communications, attendance at meetings and submission of written materials for CalWORKs participants, as also specified in **Exhibit A - Statement of Work, PART 1.0 GENERAL, Section 1.6 Communication.**

8.12 COMPLAINTS

The CONTRACTOR shall develop, maintain and operate procedures for receiving, investigating and responding to user complaints. Within fifteen (15) business days after contract effective date, the CONTRACTOR shall provide COUNTY with the CONTRACTOR's policy for receiving, investigating and responding to user complaints.

8.12.1 The CCA will review the CONTRACTOR's policy and provide the CONTRACTOR with approval of said plan or with requested changes.

- 8.12.2** If the CCA requests changes in the CONTRACTOR's policy, the CONTRACTOR shall make such changes and resubmit the plan within five (5) business days.
- 8.12.3** If, at any time, the CONTRACTOR wishes to change the CONTRACTOR's policy, the CONTRACTOR shall submit proposed changes to the COUNTY for approval before implementation.
- 8.12.4** CONTRACTOR shall preliminarily investigate all complaints and notify the CCA of the status of the investigation within five (5) business days of receiving the complaint.
- 8.12.5** When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.12.6** Copies of all written responses shall be sent to the CCA within three (3) business days of mailing to the complainant.

8.13 **COMPLETION OF CONTRACT**

Sixty (60) calendar days prior to expiration of this Contract (or shorter time period as determined by COUNTY), CONTRACTOR shall allow COUNTY or newly selected CONTRACTOR a transition period for orientation purposes and the orderly transition of CONTRACTOR's current operation without additional costs to COUNTY. CONTRACTOR shall continue to process work timely/accurately so that the operation is current at expiration of Contract.

If CONTRACTOR fails to adhere to the above work and standards, the COUNTY shall have the right to withhold 50 percent to 100 percent of the last two (2) months' payments as liquidated damages.

8.14 **COMPLIANCE WITH CIVIL RIGHTS LAWS**

CONTRACTOR shall abide by the provisions of *Title VI* and *Title VII* of the *Federal Civil Rights Act of 1964*; *Section 504* of the *Rehabilitation Act of 1973*, as amended; the *Age Discrimination Act of 1975*; the *Food Stamp Act of 1977*; the *Americans with Disabilities Act of 1990*; WIC *Section 10000*; California Department of Social Services *Manual of Policies and Procedures, Division 21*; and other applicable Federal and State laws, rules and regulations to ensure that employment practices and the delivery of social service programs are nondiscriminatory.

Under this requirement, CONTRACTOR shall not discriminate on the basis of race, color, national origin, ancestry, political affiliation, religion, marital status, sex, age or disability. The CONTRACTOR shall sign and adhere to **Exhibit C - CONTRACTOR's EEO Certification** and **Exhibit I - CONTRACTOR's Nondiscrimination in Services Certification**.

In addition, a Resolution Agreement between DPSS and the Federal Office for Civil Rights, Department of Health and Human Services, that was signed on October 23, 2003, requires additional Civil Rights actions by DPSS in providing services to the public through contracts for all CalWORKs/TANF funded contracts and MOUs.

CONTRACTOR shall sign and comply with the terms of the Contractor/Vendor **Assurance of Civil Rights Compliance Resolution Agreement** as set forth in **Exhibit P**, and as directed by DPSS.

8.15 COMPLIANCE WITH LAWS

8.15.1 CONTRACTOR agrees to comply with all applicable federal, State and local laws, rules, regulations, ordinances and directives, and all provisions required thereby to be included herein, are hereby incorporated by this reference. These shall include, but are not limited to:

1. California Welfare & Institutions Code
2. California Department of Social Services (CDSS) Manual of Policies and Procedures
3. California Department of Social Services Operational Manual
4. Social Security Act
5. State Energy and Efficiency Plan (Title 24, California Administrative Code)
6. Clean Air Act (Section 306, 42USC 1857 (h))
7. Clean Water Act (Section 508, 33USC 1368)
8. Executive Order 11738 and Environmental Protection Agency Regulations (40 CFR Part 15)

9. Equal Employment Opportunity (EEO) {Executive Order 11246 Amended by Executive Order 11375 and supplemented in Department of Labor Regulations, 41 CFR, Part 60}
10. Various State regulations and releases listed on several attached Exhibits.

8.15.2 CONTRACTOR shall maintain all licenses required to perform the Contract.

8.15.3 CONTRACTOR shall indemnify and hold COUNTY harmless from any loss, damage or liability resulting from a violation, intentional or unintentional, on the part of the CONTRACTOR of such laws, rules, regulations, ordinances, directives, provisions, licenses and permits, including, but limited to those concerning nepotism, employment eligibility, civil rights, conflict of interest, wages and hours and nondiscrimination.

8.16 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.16.1 Jury Service Program

This Contract is subject to the provisions of the COUNTY's ordinance entitled "Contractor Employee Jury Service" (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code. CONTRACTOR's compliance is verified on **Exhibit G - CONTRACTOR Contractor Employee Jury Service Program Certification Form and Application for Exception.**

8.16.2 Written Employee Jury Service Policy

8.16.2.1 Unless CONTRACTOR has demonstrated to COUNTY's satisfaction either that CONTRACTOR is not a "CONTRACTOR" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that CONTRACTOR qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), CONTRACTOR shall have and adhere to a written policy that provides that its Employees shall receive from the CONTRACTOR, on an annual basis, no less than five days of regular pay for actual jury service.

The policy may provide that Employees deposit any fees received for such jury service with the CONTRACTOR or that the CONTRACTOR deduct from the Employee's regular pay the fees received for jury service.

- 8.16.2.2 For purposes of this Sub-Section, "CONTRACTOR" means a person, partnership, corporation, or other entity which has a contract with the COUNTY or a subcontract with a COUNTY CONTRACTOR and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more COUNTY contracts or subcontracts.

"Employee" means any California resident who is a full-time employee of CONTRACTOR. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the COUNTY, or 2) CONTRACTOR has a long-standing practice that defines the lesser number of hours as full-time.

Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- 8.16.2.3 If CONTRACTOR uses any subcontractor to perform services for COUNTY under this Contract, the subcontractor shall also be subject to the provisions of this Sub-Section.

The provisions of this Sub-Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the subcontract.

- 8.16.2.4 If CONTRACTOR is not required to comply with the Jury Service Program when the Contract commences, CONTRACTOR shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and CONTRACTOR shall immediately notify COUNTY if CONTRACTOR at any time either comes within the Jury Service Program's definition of "CONTRACTOR" or if CONTRACTOR no

longer qualifies for an exception to the Jury Service Program.

In either event, CONTRACTOR shall immediately implement a written policy consistent with the Jury Service Program. COUNTY may also require, at any time during the Contract and at its sole discretion, that CONTRACTOR demonstrate to the COUNTY's satisfaction that CONTRACTOR either continues to remain outside of the Jury Service Program's definition of "CONTRACTOR" and/or that CONTRACTOR continues to qualify for an exception to the Program.

8.16.2.5 CONTRACTOR's violation of this Sub-Section of the Contract may constitute a material breach of the Contract. In the event of such material breach, COUNTY may, in its sole discretion, terminate the Contract and/or bar CONTRACTOR from the award of future COUNTY contracts for a period of time consistent with the seriousness of the breach.

8.17 COMPLIANCE WITH WAGE AND HOUR LAWS/FAIR LABOR STANDARDS ACT

The CONTRACTOR shall comply with all wages and hour laws and all applicable provisions of the federal *Fair Labor Standards Act*, and shall indemnify, defend, and hold harmless the COUNTY, its agents, officers and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney fees arising under any wage and hour law including, but not limited to, the federal *Fair Labor Standards Act* for services performed by the CONTRACTOR's employees for which the COUNTY may be found jointly or solely liable.

8.18 CONFIDENTIALITY

The CONTRACTOR shall maintain the confidentiality of all records obtained from GAIN participants and/or the COUNTY under the Contract in accordance with all applicable federal, State or local laws, ordinances, regulations and directives relating to confidentiality. The CONTRACTOR shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of the Contract. The CONTRACTOR shall cause each employee performing services covered by the Contract to sign and adhere to

Exhibit F - “Contractor Employee Acknowledgment and Confidentiality Agreement.”

By State law, including without limitation (W & I Code, Section 10850 et seq. and 17006), all of the case records and information pertaining to individuals receiving aid are confidential and no information related to any individual case or cases is to be in any way relayed to anyone except those employees of the Los Angeles County Department of Public Social Services (DPSS) so designated without written authorization from DPSS.

8.19 CONFLICT OF INTEREST

8.19.1 No COUNTY employee whose position with the COUNTY enables such employee, to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the CONTRACTOR or have any other direct or indirect financial interest in this Contract.

No officer or employee of the CONTRACTOR who may financially benefit from the performance of work hereunder shall in any way participate in the COUNTY's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the COUNTY's approval or ongoing evaluation of such work.

8.19.2 The CONTRACTOR shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The CONTRACTOR warrants that it is not now aware of any facts that create a conflict of interest.

If the CONTRACTOR hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the COUNTY.

Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be a material breach of this Contract.

8.20 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF OR ON RE-EMPLOYMENT LIST

Should the CONTRACTOR require additional or replacement personnel after the effective date of the Contract to perform the services set forth herein, the CONTRACTOR shall give **first consideration** for such employment openings to qualified, permanent COUNTY employees who are targeted for layoff or qualified, former COUNTY employees who are on a re-employment list during the life of this Contract.

8.21 CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR EMPLOYMENT

Should the CONTRACTOR require additional or replacement personnel after the effective date of this Contract, the CONTRACTOR shall give consideration for any such employment openings to participants in the COUNTY's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet the CONTRACTOR's minimum qualifications for the open position. The COUNTY will refer GAIN/GROW participants, by job category, to the CONTRACTOR.

CONTRACTOR shall complete and sign **Exhibit J - Attestation of Willingness to Consider GAIN/GROW Participants**.

NOTE: In the event that both laid-off COUNTY employees and GAIN/GROW participants are available for hiring, COUNTY employees shall be given first priority.

8.22 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

CONTRACTOR acknowledges that the COUNTY places a high priority on the implementation of the Safely Surrendered Baby Law. CONTRACTOR understands that it is the COUNTY's policy to encourage all COUNTY contractors to voluntarily post the COUNTY's "**Safely Surrendered Baby Law**" poster as set forth in **Exhibit H** of this Contract, in a prominent position at the CONTRACTOR'S place of business. DPSS will supply the CONTRACTOR with the poster to be used.

8.23 CONTRACTOR'S CERTIFICATION OF BILINGUAL STAFF

CONTRACTOR must have a certification process in place to ensure that bilingual staff are proficient in oral and/or written communication in

English and in the specified non-English language(s). Upon request, CONTRACTOR shall provide COUNTY with standards/process used to certify proficiency of bilingual staff.

8.24 CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE

The Supervision of Trustee and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements.

By requiring CONTRACTORS to complete the certification, **Exhibit Q - Charitable Contribution Certificate**, the COUNTY seeks to ensure that all COUNTY CONTRACTORS which receive or raise charitable contributions comply with the California law in order to protect the COUNTY and its taxpayers.

A CONTRACTOR which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both (County Code Chapter 2.202).

8.25 CONTRACTOR'S RESPONSIBILITY AND DEBARMENT

8.25.1 Responsible CONTRACTOR

A responsible CONTRACTOR is a CONTRACTOR who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Contract. It is the COUNTY's policy to conduct business only with responsible CONTRACTORS.

8.25.2 Chapter 2.202 of the County Code

CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the COUNTY acquires information concerning the performance of the CONTRACTOR on this or other Contracts which indicates that the CONTRACTOR is not responsible, the COUNTY may, in addition to other remedies provided in the Contract, debar the CONTRACTOR from bidding or proposing on, or being awarded, and/or performing work on COUNTY contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all

existing contracts the CONTRACTOR may have with the COUNTY.

8.25.3 Non-Responsible CONTRACTOR

The COUNTY may debar a CONTRACTOR if the Board of Supervisors finds, in its discretion, that the CONTRACTOR has done any of the following: (1) violated any term of a Contract with the COUNTY or a nonprofit corporation created by the COUNTY,(2) committed any act or omission which negatively reflects on the CONTRACTOR's quality, fitness or capacity to perform a Contract with the COUNTY, any other public entity, or a nonprofit corporation created by the COUNTY, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the COUNTY or any other public entity.

8.25.4 Contractor Hearing Board

If there is evidence that the CONTRACTOR may be subject to debarment, the Department will notify the CONTRACTOR in writing of the evidence, which is the basis for the proposed debarment and will advise the CONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.

The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The CONTRACTOR and/or the CONTRACTOR's representative shall be given an opportunity to submit evidence at that hearing.

After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the CONTRACTOR should be debarred, and, if so, the appropriate length of time of the debarment. The CONTRACTOR and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the

proposed decision and recommendation of the Contractor Hearing Board.

8.25.5 Review of Debarment Determination

If a CONTRACTOR has been debarred for a period longer than five years, that CONTRACTOR may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment.

The COUNTY may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the CONTRACTOR has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the COUNTY.

The Contractor Hearing Board will consider a request for review of a debarment determination only where: (1) the CONTRACTOR has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation.

Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented.

This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.25.6 Subcontractors of Contractor

These terms shall also apply to Subcontractors/Subconsultants of COUNTY CONTRACTORS.

8.26 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.26.1 The CONTRACTOR acknowledges that the COUNTY has established a goal of ensuring that all individuals who benefit financially from COUNTY through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the COUNTY and its taxpayers.

8.26.2 As required by the COUNTY's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the CONTRACTOR's duty under this Contract to comply with all applicable provisions of law, CONTRACTOR warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.27 COUNTY'S QUALITY ASSURANCE PLAN

The COUNTY or its agent will evaluate the CONTRACTOR's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the CONTRACTOR's compliance with all Contract terms and conditions and performance standards.

The Statement of Work, Exhibit A, sets forth the process for contract monitoring, performance standards to be met and fiscal deductions. In addition, CONTRACTOR deficiencies which the COUNTY determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the COUNTY and the CONTRACTOR. If improvement does not occur consistent with the corrective action measures and/or the imposition of fiscal deductions, the COUNTY may terminate this Contract or impose other penalties as specified in this Contract.

8.28 COVENANT AGAINST FEES

CONTRACTOR warrants and represents that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained or employed by the CONTRACTOR for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to terminate this Contract and recover the full amount of such commission, percentage, brokerage or contingent fee.

8.29 DISCLOSURE OF INFORMATION

CONTRACTOR shall not disclose any details in connection with this Contract to any party, except as may be otherwise provided herein or required by law. However, in recognizing the CONTRACTOR's need to identify its services and related clients to sustain itself, COUNTY will not inhibit the CONTRACTOR from publicizing its role under the Contract within the following conditions:

8.29.1 CONTRACTOR shall develop all publicity material in a professional manner.

8.29.2 During the course of performance on this Contract, the CONTRACTOR, its employees, agents, and subcontractors shall not publish or disseminate commercial advertisements, press releases, opinions or feature articles, or other materials, using the name of the COUNTY without the prior written consent of the Director. In no event shall the CONTRACTOR use any material which identifies any individual by name or picture as an applicant for or participant of services provided by DPSS.

8.29.3 CONTRACTOR may, without prior written permission of the COUNTY, indicate in its proposals and sales materials that it has been awarded this contract with the County of Los Angeles, provided, however, that the requirements of this Section 8.28 shall apply.

8.30 DISPUTES

Any disputes between the COUNTY and the CONTRACTOR regarding the performance of services reflected in this Contract shall be brought to the attention of the CCA. If the CCA is not able to resolve the dispute, it

shall be resolved by the COUNTY DPSS Director or his/her designee, and the Director's or his/her designee's decision shall be final.

8.31 EMPLOYEE SAFETY

The CONTRACTOR will assure that the CONTRACTOR's employees:

8.31.1 Are covered by an effective Injury and Illness Prevention Program.

8.31.2 Receive all required general and specific training on employee safety.

8.32 EMPLOYMENT ELIGIBILITY VERIFICATION

CONTRACTOR warrants that it fully complies with all statutes and regulations regarding the employment eligibility of aliens and others, and that all persons performing services under this Contract are eligible for employment in the United States. The CONTRACTOR represents that it has secured and retained all required documentation verifying employment eligibility of its personnel. The CONTRACTOR shall secure and retain verification of employment eligibility from any new personnel in accordance with the applicable provisions of law.

CONTRACTOR shall indemnify, defend and hold the COUNTY harmless from any employer sanctions or other liability which may be assessed against the COUNTY or the CONTRACTOR by reason of CONTRACTOR's failure to comply with the foregoing.

8.33 FISCAL ACCOUNTABILITY

CONTRACTOR shall adhere to strict fiscal and accounting standards and must comply with the Cost Principles of the Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations and OMB Circular A-133 Audits for States, Local Governments and Non-Profit Organizations.

CONTRACTOR shall submit a copy of its Single Audit no later than nine (9) months after the end of CONTRACTOR's Fiscal Year for each year of the Contract.

8.34 FORCE MAJEURE

In the event that performance by either party is rendered impossible (permanently or temporarily) by governmental restrictions, regulation or controls or other causes beyond the reasonable control of such party,

said event shall excuse performance by such party, or in the case of temporary impossibility, shall excuse performance only for a period commensurate with the period of impossibility.

Notwithstanding the foregoing, the COUNTY shall have the right to terminate this Contract upon any event that renders performance impossible. In such case, COUNTY shall be responsible for payment of all expenses incurred to the point at which this Contract is terminated.

8.35 GENERAL INSURANCE REQUIREMENTS

Without limiting the CONTRACTOR's indemnification of the COUNTY and during the term of this Contract, the CONTRACTOR shall provide and maintain, and shall require all of its subcontractors to maintain, the programs of insurance specified in **Section 8.41** of this Contract.

Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by COUNTY. Such coverage shall be provided and maintained at CONTRACTOR's own expense.

8.35.1 Evidence of Insurance

Certificates or other evidence of coverage satisfactory to COUNTY shall be delivered to:

**Department of Public Social Services
Contract Management Division
12900 Crossroads Parkway South, 2nd Floor
City of Industry, California 91746-3411**

Attention: Nha Le, County Contract Administrator

prior to commencing services under this Contract.

Such certificates or other evidence shall:

- 8.35.1.1 Specifically identify this Contract.
- 8.35.1.2 Clearly evidence all coverage required in this Contract.
- 8.35.1.3 Contain the express condition that COUNTY is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance.

8.35.1.4 Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insured for all activities arising from this Contract.

8.35.1.5 Identify any deductibles or self-insured retentions for COUNTY's approval. The COUNTY retains the right to require CONTRACTOR to reduce or eliminate such deductibles or self-insured retentions as they apply to COUNTY, or require CONTRACTOR to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to expenses or fees or both, related investigations, claims administrations and legal defense.

Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.35.2 Insurer Financial Ratings

Insurance is to be provided by an insurance company acceptable to the COUNTY with an A.M. Best rating of not less than A:VII, unless otherwise approved by COUNTY.

8.35.3 Failure to Maintain Coverage

Failure by CONTRACTOR to maintain the required insurance, or to provide evidence of insurance coverage acceptable to COUNTY, shall constitute a material breach of the Contract upon which COUNTY may immediately terminate or suspend this Contract.

COUNTY, at its sole option, may obtain damages from CONTRACTOR resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage and without further notice to CONTRACTOR, COUNTY may deduct from sums due to CONTRACTOR any premium costs advanced by COUNTY for such insurance.

8.35.4 Notification of Incidents, Claims or Suits

CONTRACTOR shall report to COUNTY:

- 8.35.4.1 Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against CONTRACTOR and/or COUNTY. Such report shall be made in writing within 24 hours of occurrence.
- 8.35.4.2 Any third party claim or lawsuit filed against CONTRACTOR arising from or related to services performed by CONTRACTOR under this Contract.
- 8.35.4.3 Any injury to a CONTRACTOR employee which occurs on COUNTY property. This report shall be submitted on a COUNTY "Non-employee Injury Report" to the COUNTY Contract Administrator.
- 8.35.4.4 Any loss, disappearance, destruction, misuse or theft of any kind whatsoever of COUNTY property, monies or securities entrusted to CONTRACTOR under the terms of this Contract.

8.35.5 Compensation for COUNTY Costs

In the event that CONTRACTOR fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to COUNTY, CONTRACTOR shall pay full compensation for all costs incurred by COUNTY.

8.35.6 Insurance Coverage Requirements for Subcontractors

CONTRACTOR shall ensure any and all subcontractors performing services under this Contract to meet the insurance requirements of this Contract by either:

- 8.35.6.1 CONTRACTOR providing evidence of insurance covering the activities of subcontractors, or
- 8.35.6.2 CONTRACTOR providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage.

COUNTY retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.

8.36 GOVERNING LAW AND VENUE

This Contract shall be governed by and construed in accordance with and governed by the laws of the State of California. Any reference to a specific statute, regulation, or other law is deemed to include a reference to any amendment thereto as of the effective date of such amendment; further, this Contract shall be interpreted, and the parties' duties and obligations under this Contract shall be consistent with, any amendment to any applicable statute, regulation, or any other law which occurs after the effective date of this Contract.

CONTRACTOR agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles, California, Central Division.

8.37 GOVERNMENT OBSERVATIONS

Federal, State, COUNTY and/or research personnel, in addition to DPSS contracting staff, may observe performance, activities, or review documents required under this Contract at any time during normal working hours. However, these personnel may not unreasonably interfere with CONTRACTOR performance.

8.38 INDEMNIFICATION

CONTRACTOR shall indemnify, defend and hold harmless COUNTY, and its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with CONTRACTOR's acts and/or omissions arising from and/or relating to this Contract.

8.39 INDEPENDENT CONTRACTOR STATUS

This Contract is by and between the COUNTY and the CONTRACTOR and is not intended and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, or association as between the COUNTY and the CONTRACTOR. The CONTRACTOR understands and agrees that all persons furnishing services to the COUNTY pursuant to this Contract are, for purposes of Workers' Compensation liability, employees solely of the CONTRACTOR and not of the COUNTY.

The CONTRACTOR shall bear the sole responsibility and liability for furnishing Workers' Compensation benefits to any person for injuries arising from or connected with services performed on behalf of the CONTRACTOR pursuant to this Contract.

8.40 INSURANCE COVERAGE REQUIREMENTS

8.40.1 General Liability

General liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each occurrence:	\$1 million
Fire Legal Liability:	\$50,000

8.40.2 Automobile Liability

Automobile liability insurance (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles or coverage for "any auto."

8.40.3 Workers' Compensation and Employers' Liability

Workers' Compensation and employers' liability insurance providing workers compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which CONTRACTOR is responsible.

If CONTRACTOR's employees will be engaged in maritime employment, coverage shall provide workers compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which CONTRACTOR is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each accident:	\$1 million
Disease – policy limit:	\$1 million
Disease – each employee:	\$1 million

8.40.4 Property Coverage

Such insurance shall be endorsed naming the County of Los Angeles as loss payee, provide deductibles of no greater than 5 percent of the property value, and shall include:

1. Personal Property: Automobiles and Mobile Equipment - Special form ("all risk") coverage for the actual cash value of COUNTY-owned or leased property.
2. Real Property and All Other Personal Property – Special form ("all-risk") coverage for the full replacement value of County-owned or leased property.

8.40.5 Professional Liability

Insurance covering liability arising from any error, omission, negligent or wrongful act of the Contractor, its officers or employees with limits of not less than \$1 million per occurrence and \$2 million aggregate. The coverage also shall provide an extended two year reporting period commencing upon termination or cancellation of this Agreement.

8.41 LIQUIDATED DAMAGES

- 8.41.1** If, in the judgment of the COUNTY Department Head, or his/her designee, the CONTRACTOR is deemed to be noncompliant with the terms and obligations assumed hereby, the Department Head, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the CONTRACTOR's invoice for work not performed.

A description of the work not performed and the amount to be withheld or deducted from payments to the CONTRACTOR from the COUNTY, will be forwarded to the CONTRACTOR by the Department Head, or his/her designee, in a written notice describing the reasons for said action.

- 8.41.2** If the COUNTY Department Head, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Department Head, or his/her designee, deems are correctable by the CONTRACTOR over a certain time span, the Department Head, or his/her designee, will provide a written notice to the CONTRACTOR to correct the deficiency within specified time frames.

Should the CONTRACTOR fail to correct deficiencies within said time frame, the Department Head, or his/her designee, may:

- (A) Deduct from the CONTRACTOR's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or
- (B) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the CONTRACTOR to correct a deficiency within the specified time frame.

The parties hereby agree that under the current circumstances a reasonable estimate of such damages is specified in the *Performance Requirements Summary (PRS) Chart*, as defined in **Exhibit A, Statement of Work, Technical Exhibit 1 and 1A** hereunder, and/or as set forth in **Section 5.3** of this Contract and that the CONTRACTOR shall be liable to the COUNTY for liquidated damages in said amount. Said amount shall be deducted from the COUNTY's payment to the CONTRACTOR; and/or

- (C) Upon giving five (5) days notice to the CONTRACTOR for failure to correct the deficiencies, the COUNTY may correct any and all deficiencies and the total costs incurred by the COUNTY for completion of the work by an alternate source, whether it be COUNTY forces or separate private contractor, will be deducted and forfeited from the payment to the CONTRACTOR from the COUNTY, as determined by the COUNTY.

8.41.3 The action noted in **Sub-Section 8.41.2** shall not be construed as a penalty, but as adjustment of payment to the CONTRACTOR to recover the COUNTY cost due to the failure of the CONTRACTOR to complete or comply with the provisions of this Contract.

8.41.4 This Sub-paragraph shall not, in any manner, restrict or limit the COUNTY's right to damages for any breach of this Contract provided by law or as specified in the PRS or **Sub-Section 8.41.2**, and shall not, in any manner, restrict or limit the COUNTY's right to terminate this Contract as agreed to herein.

8.42 NONDISCRIMINATION IN EMPLOYMENT

CONTRACTOR shall comply with all laws and regulations as defined in Equal Employment Opportunity EEO (*U.S. Executive Order 11246* and amended by *U.S. Executive Order 11375* and Supplemented in *Department of Labor Regulations, 41 CFR, Part 60*).

CONTRACTOR certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies, are and will be treated equally by it without regard to or because of race, color, national origin, ancestry, religion, sex, marital status, political affiliation, age, or condition of disability, in compliance with all applicable federal and State anti-discrimination laws and regulations.

CONTRACTOR shall ensure that EEO and State-approved Civil Rights posters, "Equal Under the Law," are posted in all the CONTRACTOR's facilities, where they are easily accessible to the CONTRACTOR's employees.

8.42.1 CONTRACTOR shall take affirmative action to ensure that applicants are employed, and employees are treated equally during employment, without regard to race, color, religion, ancestry, national origin, sex, age, condition of disability, marital status, or political affiliation. Such action shall include, but is not limited to the following: Employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.42.2 CONTRACTOR shall deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, condition of disability, marital status, or political affiliation.

8.42.3 CONTRACTOR shall allow COUNTY representatives access to its employment records during regular business hours to verify compliance with the provisions of this Section 8.41 when so requested by the COUNTY.

8.42.4 CONTRACTOR shall not discriminate against any employee, or applicant for employment on the basis of race, national origin or ancestry, religion, sex, marital status, political affiliation, age or condition of disability. Practices in hiring, compensation, benefits, and firing are among the employment practices subject to this requirement.

- 8.42.5** If COUNTY finds that any of the above provisions have been violated, the same shall constitute a material breach of contract upon which COUNTY may determine to cancel, terminate, or suspend this Contract.

While COUNTY reserves the right to determine independently that the Equal Employment Opportunity (EEO) provisions of the Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the CONTRACTOR has violated State or Federal EEO laws or regulations shall constitute a finding by the COUNTY that the CONTRACTOR has violated the EEO provisions of this Contract.

- 8.42.6** The parties agree that in the event the CONTRACTOR violates the EEO provisions of this Contract, the COUNTY shall, at its option, be entitled to a sum of five hundred dollars (\$500.00) pursuant to *California Civil Code, Section 1671*, as liquidated damages in lieu of canceling, terminating or suspending this Contract.

- 8.42.7** The CONTRACTOR shall sign **Exhibit C - Contractor's EEO Certification**.

8.43 **NOTICES**

8.43.1 Notice of Delays

When either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within five (5) business days, give notice thereof, including all relevant information with respect thereto, to the other party.

The other party shall respond within five (5) business days of receipt, clarifying the stated problem(s) or delay(s), or confirming corrective action to the satisfaction of the party that originated the notice.

8.43.2 Notice of Meetings

The CONTRACTOR shall provide appropriate levels of staff at all meetings, conciliations, grievance, State and other public hearings as requested by the COUNTY. The COUNTY will give five (5) business days prior notice to the CONTRACTOR of the

need to attend such meetings or public hearings. If the appropriate CONTRACTOR staff is unavailable to attend, CONTRACTOR shall notify COUNTY immediately and COUNTY will attempt to reschedule the meeting.

The CONTRACTOR may request meetings with the COUNTY, as needed, with five (5) business days advance notice.

The advance notice requirement may be waived with the mutual consent of both CONTRACTOR and the COUNTY.

8.43.3 Delivery of Notices

Delivery of notices shall be accomplished by e-mail, facsimile, hand-delivery or enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid in a United States Post Office or substation thereof, or any public mail box.

8.43.4 Notices to the CONTRACTOR

Any such notice and the envelope containing same notice shall be addressed to the CONTRACTOR at its place of business as follows:

**Los Angeles County Office of Education
GAIN Division
9525 Imperial Highway
Downey, California 90242**

Attention: Mary Williams, Director

8.43.5 Notices to the COUNTY

Notices and envelopes containing same notice to the COUNTY shall be addressed to:

**Department of Public Social Services
Contract Management Division, Section II
12900 Crossroads Parkway South, 2nd Floor
City of Industry, California 91746-3411**

Attention: Nha Le, County Contract Administrator

8.43.6 Changes of Address

Either party can designate a new address by giving written notice to the other party.

8.43.7 Suspension/Termination Notices

In the event of suspension or termination of the Contract, written notices may also be given upon personal delivery to any person whose actual knowledge of such termination would be sufficient notice to the CONTRACTOR.

8.44 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

CONTRACTOR shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in **Exhibit M - Internal Revenue Service Notice 1015**.

8.45 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

CONTRACTOR shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the **Safely Surrendered Baby Law**, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in **Exhibit H** of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.46 OWNERSHIP OF DATA/EQUIPMENT

8.46.1 The COUNTY shall be sole owner of all rights, titles and interests in any and all materials, software, software documentation, software tools, techniques, plans, reports, data and information which have been prepared, developed or maintained by CONTRACTOR pursuant to this Contract.

8.46.2 COUNTY shall be sole owner of any equipment, including but not limited to, all computer hardware and software purchased under this Contract by CONTRACTOR or by COUNTY, which CONTRACTOR will use to fulfill its responsibilities pursuant to this Contract.

8.47 PROPRIETARY RIGHTS

All materials, data and other information of any kind obtained from COUNTY and all materials, data, reports and other information of any kind developed by CONTRACTOR under this Contract are confidential to and are solely the property of COUNTY.

CONTRACTOR shall take all necessary measures to protect the security and confidentiality of all such materials, data, reports and information. The provisions of this **Section 8.47**, shall survive the expiration or other termination of this Contract.

8.47.1 Recognizing that COUNTY has no way to safeguard trade secrets or proprietary information, CONTRACTOR shall, and does, hereby keep and hold COUNTY harmless from all damages, costs, and expenses by reason of any disclosure by COUNTY of trade secrets and proprietary information. COUNTY shall not require CONTRACTOR to provide any technical information that is proprietary to it, except as is requested by COUNTY to successfully complete the services under the Contract.

8.47.2 COUNTY shall not require CONTRACTOR to provide any information that is proprietary to it; provided, however, that if COUNTY requests CONTRACTOR proprietary information in order to successfully complete the services under this Contract, CONTRACTOR shall mark such information "PROPRIETARY" and COUNTY shall limit reproduction and distribution to the minimum extent consistent with COUNTY's need for such information, and, when COUNTY no longer needs such information, but in no event later than expiration or other termination of this Contract, COUNTY shall either (1) cause all copies of such information to be returned to CONTRACTOR, or (2) certify to CONTRACTOR that all copies of such information have been destroyed.

8.48 RECORDS

The CONTRACTOR shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The CONTRACTOR shall also maintain accurate and complete employment and other records relating to the performance of this Contract, books, records, documents and other evidence, and accounting procedures and practices sufficient to support all claims for payment made by the CONTRACTOR to the COUNTY. Such records shall be kept in

accordance with **Section 8.49 Record Retention and Inspection**, herein below.

8.49 RECORD RETENTION AND INSPECTION

8.49.1 The CONTRACTOR agrees that the COUNTY, State and federal representatives or any duly authorized representatives thereof, shall, at any reasonable time, have access to and the right to examine, monitor, audit, excerpt, copy or transcribe any pertinent transaction, activity, time cards, or other records relating to this Contract at no cost to the COUNTY.

COUNTY reserves the right to conduct record inspection and audits with no advance notification to CONTRACTOR when certain extenuating circumstances exist such as allegations of fraud or abuse.

All such material, including, but not limited to, all financial records, timecards, other employment records, all pertinent costs, accounting, financial records and proprietary data and information, shall be kept and maintained by the CONTRACTOR and shall be made available to the COUNTY during the term of this Contract and for a period of five (5) years thereafter. The COUNTY may require specific records be retained longer than five (5) years when there is outstanding litigation, unresolved disputes or any audit.

8.49.2 The COUNTY, its Auditor-Controller or designee, hereby retains the right to conduct, during normal business hours, an audit and re-audit of the books, records, and business conducted by the accuracy of the above records and any of the CONTRACTOR's invoices for services provided can be confirmed.

8.49.2.1 All such material shall be maintained by the CONTRACTOR in a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the COUNTY's option, the CONTRACTOR either (1) pay the COUNTY for travel, per diem, and other costs incurred by the COUNTY to examine, audit, excerpt, copy or transcribe such material at such other location, or (2) pay to have such materials promptly returned to a CONTRACTOR facility located in Los Angeles County for examination by the COUNTY.

8.49.2.2 Failure on the part of the CONTRACTOR to comply with the provisions of **Section 8.49 Record Retention and Inspection** shall constitute a material breach of this Contract upon which the COUNTY may terminate or suspend this Contract.

8.50 RECYCLED BOND PAPER

Consistent with the Los Angeles County Board of Supervisors' policy to reduce the amount of solid waste deposited at the COUNTY landfills, the CONTRACTOR agrees to use recycled-content paper to the maximum extent possible on the Project.

8.51 REMOVAL OF UNSATISFACTORY PERSONNEL

The COUNTY shall have the right, at its sole discretion to require the CONTRACTOR to remove any employee from the performance of services under this Contract for unsatisfactory performance or any other job-related cause. At the request of the COUNTY, the CONTRACTOR shall immediately replace said personnel.

8.52 RULES AND REGULATIONS

During the time that the CONTRACTOR's employees or agents are at the COUNTY facilities or off-site work locations, such persons shall be subject to the rules and regulations of the COUNTY facilities. It is the responsibility of the CONTRACTOR to acquaint such persons who are to provide services hereunder with such rules and regulations.

CONTRACTOR shall remove and replace any of its employees from the provision of services hereunder within forty-eight (48) hours of receipt of written notice from the Director that (1) such employee has violated such rules or regulations; or (2) such employee's actions, while on COUNTY premises, indicate that the employee may adversely affect the delivery of services. Upon removal of any employee, CONTRACTOR shall immediately replace the employee and continue services hereunder.

8.53 SHRED DOCUMENTS

CONTRACTOR shall ensure that all confidential documents/papers, as defined under State law (including but not limited to Welfare & Institution Code Sections 10850, 17006) relating to this Contract must be shredded and not put in trash containers when CONTRACTOR disposes of these documents/papers.

All documents/papers to be shredded are to be placed in a locked or secured container/bin/box and labeled "shred" until they are destroyed. No confidential documents/papers are to be recycled.

Documents for record and retention purposes in accordance with **Sub-Section 8.49.1** of this Contract are to be maintained for a period of five (5) years.

8.54 SUBCONTRACTING

8.54.1 No performance of this Contract or any portion thereof may be subcontracted by the CONTRACTOR without the express written consent of the COUNTY. This written consent shall be provided by way of amendment executed by the DPSS Director pursuant to **Section 8.7 (Changes and Amendments of Terms)**.

Any attempt by the CONTRACTOR to subcontract any performance of the terms of this Contract without the express written consent of the COUNTY shall be null and void and shall constitute a breach of the terms of the Contract. In the event of such a breach, the Contract may be terminated forthwith. The COUNTY's determination of whether to approve the CONTRACTOR's request to subcontract shall be completely within the discretion of the COUNTY.

8.54.2 Subcontracts shall be made in the name of the CONTRACTOR and shall not bind nor purport to bind the COUNTY. The making of subcontracts hereunder shall not relieve the CONTRACTOR of any requirement under the Contract, including, but not limited to, the duty to properly supervise and coordinate the work of subcontractors.

Approval of the provisions of any subcontract by the COUNTY shall not be construed to constitute a determination of the allowability of any cost under the Contract.

In no event shall approval of any subcontract by the COUNTY be construed as affecting any increase in the amount provided for in the Contract. The CONTRACTOR's request for approval to enter into a subcontract shall include:

8.54.2.1 A description of the service to be provided by the proposed subcontractor;

8.54.2.2 Identification of the proposed subcontractor and an explanation of why and how it was selected, including the degree of competition obtained;

8.54.2.3 An indication of whether the proposed subcontractor's firm is a minority, women-owned, disadvantaged, or disabled veteran business enterprise;

8.54.2.4 A resume of the potential subcontractor's background and experience; and

8.54.2.5 A copy of the proposed subcontract.

8.54.3 In the event that the COUNTY should consent to subcontracting, the CONTRACTOR shall include, in all subcontracts, the following provision: *"This Contract is a subcontract under the terms of a prime contract with the County of Los Angeles. All representations and warranties shall inure to the benefit of the County of Los Angeles."*

8.54.4 Subcontracts shall comply with Section 604 of the *California Department of Social Services Manual of Policies and Procedures (MPP)*.

8.54.5 When required by State regulations, subcontracts shall be advertised, competitively bid and evaluated in a manner that will meet the *California Department of Social Services Manual of Policies and Procedures (MPP)*, Sections 23-610 through 23-615.

8.55 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of CONTRACTOR to maintain compliance with the requirements set forth in **Section 8.26 Contractor's Warranty of Adherence to County's Child Support Compliance Program**, shall constitute a default by CONTRACTOR under this Contract.

Without limiting the rights and remedies available to COUNTY under any other provision of this Contract, failure to cure such default within ninety (90) calendar days of notice by the Los Angeles County Child Support Services Department shall be grounds upon which the County Board of Supervisors may terminate this Contract pursuant to **Section 8.57 Termination for Default of the Contractor**.

8.56 TERMINATION FOR CONVENIENCE OF THE COUNTY

- 8.56.1** Performance of services under this Contract may be terminated by the COUNTY, in whole or in part, when such action is deemed by the COUNTY to be in its best interest. Termination of work shall be effected by delivery to the CONTRACTOR of a thirty (30) calendar-day, prior written Notice of Termination. The Notice of Termination shall specify the extent to which performance of work is terminated and the date upon which such termination becomes effective.
- 8.56.2** If, during the term of this Contract, the COUNTY funds appropriated for the purposes of this Contract are reduced or eliminated, COUNTY may immediately terminate this Contract upon written notice to the CONTRACTOR.
- 8.56.3** After receipt of the Notice of Termination and except as otherwise directed by the COUNTY, the CONTRACTOR shall:
- 8.56.3.1 Immediately stop services under this Contract on the date and to the extent specified in the Notice of Termination.
- 8.56.3.2 Complete performance of such part of the work as shall not have been terminated by the Notice of Termination.
- 8.56.4** After receipt of a Notice of Termination, the CONTRACTOR shall submit to the COUNTY, in the form and with the certifications as may be prescribed by the COUNTY, its termination claim and invoice. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination.
- Upon failure of the CONTRACTOR to submit its termination claim and invoice within the time allowed, the COUNTY may determine, on the basis of information available to the COUNTY, the amount, if any, due to the CONTRACTOR in respect to the termination and such determination shall be final. After such determination is made, the COUNTY shall pay the CONTRACTOR the amount so determined.
- 8.56.5** Upon termination of this Contract, the CONTRACTOR shall deliver to the COUNTY all work completed or in progress, including all data, reports and deliverables within ten (10) business days after termination of this Contract.

8.56.6 Upon termination of this Contract, the CONTRACTOR shall comply with the provisions of **Section 8.49, Record Retention and Inspection**, herein above.

8.56.7 Subject to the provisions of **Sub-Section 8.56.4**, the COUNTY and the CONTRACTOR shall negotiate an equitable amount to be paid to the CONTRACTOR by reason of the total or partial termination of work pursuant to this **Section 8.56 Termination for Convenience of the County**.

Said amount may include a reasonable allowance for overhead on work done but shall not include an allowance on work terminated.

The COUNTY shall pay the agreed amount, subject to other limitations and provided that such amount shall not exceed the total funding obligated under this Contract, as reduced by the amount of payments otherwise made and as further reduced by the Contract price of work not terminated.

8.57 TERMINATION FOR DEFAULT OF THE CONTRACTOR

8.57.1 The COUNTY may, by written notice to the CONTRACTOR, terminate the whole or any part of this Contract in any one of the following circumstances:

8.57.1.1 Contractor has materially breached this Contract;

8.57.1.2 CONTRACTOR fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

8.57.1.3 CONTRACTOR fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the COUNTY may authorize in writing) after receipt of written notice from the COUNTY specifying such failure.

8.57.2 In the event the COUNTY terminates this Contract in whole or in part as provided in **Sub-Section 8.57.1**, the COUNTY may procure, upon such terms and in such manner as the COUNTY may deem appropriate, goods and services similar to those so terminated. The CONTRACTOR shall be liable to the COUNTY

for any and all excess costs incurred by the COUNTY, as determined by the COUNTY, for such similar goods and services.

The CONTRACTOR shall continue the performance of this Contract to the extent not terminated under the provisions of this **Sub-Section**.

- 8.57.3** Except with respect to defaults of any Subcontractor, the CONTRACTOR shall not be liable for any such excess costs of the type identified in **Sub-Section 8.57.2** if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the CONTRACTOR.

Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the COUNTY in either its sovereign or contractual capacity, acts of federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the CONTRACTOR.

If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the CONTRACTOR and Subcontractor, and without the fault or negligence of either of them, the CONTRACTOR shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the required performance schedule.

As used in this **Sub-Section 8.57.3**, the terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.

- 8.57.4** If, after the COUNTY has given notice of termination under the provisions of **Section 8.57 Termination for Default of the Contractor**, it is determined by the COUNTY that the CONTRACTOR was not in default under the provisions of this **Section 8.57** or that the default was excusable under the provisions of **Sub-Section 8.57.3**, the rights and obligations of the parties shall be the same as if the Notice of Termination had been issued pursuant to **Section 8.56, Termination For Convenience of the COUNTY**.

- 8.57.5** The rights and remedies of the COUNTY provided in **Section 8.57 Termination for Default of the Contractor** shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.58 TERMINATION FOR IMPROPER CONSIDERATION

- 8.58.1** The COUNTY may, by written notice to the CONTRACTOR, immediately terminate the right of the CONTRACTOR to proceed under this Contract if it is found that consideration, in any form, was offered or given by the CONTRACTOR, either directly or through an intermediary, to any COUNTY officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment or extension of this Contract or the making of any determinations with respect to the CONTRACTOR's performance pursuant to this Contract.

In the event of such termination, the COUNTY shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of default by the CONTRACTOR.

- 8.58.2** The CONTRACTOR shall immediately report any attempt by a COUNTY officer or employee to solicit such improper consideration. The report shall be made either to the COUNTY manager charged with the supervision of the employee or to the COUNTY Auditor-Controller's employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.
- 8.58.3** Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.59 TERMINATION FOR INSOLVENCY

- 8.59.1** The COUNTY may terminate this Contract forthwith in the event of the occurrence of any of the following:
- A.** Insolvency of the CONTRACTOR. The CONTRACTOR shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the federal Bankruptcy Code and whether or not the CONTRACTOR is insolvent within the means of the Federal Bankruptcy Code;

- B. The filing of a voluntary or involuntary petition regarding the CONTRACTOR under the federal Bankruptcy Code;
- C. The appointment of a Receiver or Trustee for the CONTRACTOR; or
- D. The execution by the CONTRACTOR of a general assignment for the benefit of creditors.

8.59.2 The rights and remedies of the COUNTY provided in **Section 8.59 Termination for Insolvency** shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.60 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

CONTRACTOR, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.150.010 retained by the CONTRACTOR, shall fully comply with the COUNTY's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the CONTRACTOR or any County Lobbyist or County Lobbying firm retained by the CONTRACTOR to fully comply with the COUNTY's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the COUNTY may in its sole discretion, immediately terminate or suspend this Contract.

8.61 TERMINATION FOR NON-APPROPRIATION OF FUNDS

The COUNTY's obligation is payable only from funds appropriated for the purpose of this Contract. All funds for payments after the end of the current Fiscal Year are subject to federal, State or COUNTY's legislative appropriation for this purpose. In the event this Contract extends into succeeding Fiscal Year periods and the Board of Supervisors or the State or federal Legislature does not allocate sufficient funds for the next succeeding Fiscal Year payments, services shall automatically be terminated as of the end of the then current Fiscal Year.

The COUNTY shall make a good faith effort to notify the CONTRACTOR, in writing, of such non-appropriation at the earliest time.

8.62 TIMELY COMPLETION

Time is of the essence in the provision and completion of the work provided to COUNTY as stipulated in this Contract, as is the timely

conveyance of reporting deliverables to COUNTY, as also stipulated in this Contract.

8.63 TRADE SECRETS

Recognizing that the COUNTY has no way to safeguard trade secrets or proprietary information, the CONTRACTOR shall hold the COUNTY harmless from all damages, costs, and expenses by reason of any disclosure by the COUNTY of trade secrets and proprietary information.

8.64 VALIDITY

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision.

8.65 VERBAL DISCUSSIONS

The Contractor Manager, or alternate, designated in writing to act in the CONTRACTOR's behalf, shall be available to respond to the COUNTY's verbal inquiries within twenty-four (24) hours.

8.66 WAIVER

No waiver of a breach of any provision of this Contract by the COUNTY will constitute a waiver of any other breach of said provision or any other provision of this Contract. Failure of the COUNTY to enforce, at any time or from time to time, any provision of this Contract, shall not be construed as a waiver thereof. No waiver shall be enforced unless said waiver is set forth in writing.

8.67 WARRANTY

The CONTRACTOR warrants that all services performed hereunder will comply with **Exhibit A - Statement of Work**, any specifications related thereto, and that all such services shall be performed in accordance with the ordinary skill and care observed in the industry by those knowledgeable, trained and experienced in rendering similar services at the time such services are performed.

The CONTRACTOR shall, within twenty-four (24) hours after oral or written notice from the COUNTY, correct any and all defects, deficiencies, errors or omissions in services rendered to the COUNTY. The correction of such defects, deficiencies, errors or omissions shall be at no cost to the COUNTY.

IN WITNESS WHEREOF, CONTRACTOR has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Director of the Department of Public Social Services thereof, on the dates indicated below.

COUNTY OF LOS ANGELES

By _____
Philip L. Browning, Director
Department of Public Social Services

Date

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
COUNTY COUNSEL

By _____
David R. Beaudet
Deputy County Counsel

Date

LOS ANGELES COUNTY OFFICE OF EDUCATION

By _____
Kenneth Shelton
Assistant Superintendent
Business Services

Date

EXHIBIT A
STATEMENT OF WORK
AND
TECHNICAL EXHIBITS

EXHIBIT A

STATEMENT OF WORK AND TECHNICAL EXHIBITS

TABLE OF CONTENTS

<u>SECTION TITLE</u>	<u>Page No.</u>
PREAMBLE.....	70
1.0 GENERAL.....	74
1.1 Scope of Work.....	74
1.2 Quality Control.....	75
1.3 Quality Assurance.....	76
1.4 Government Observations.....	77
1.5 Attendance at and Notice of Meetings.....	77
1.6 Communication.....	77
1.7 Hours of Operation.....	78
2.0 COUNTY FURNISHED ITEMS.....	79
2.1 Facilities.....	79
2.2 Services.....	79
2.3 Automated Computer Systems.....	80
2.4 Materials.....	81
3.0 CONTRACTOR FURNISHED ITEMS.....	82
3.1 Facilities.....	82
3.2 Equipment/Supplies/Materials.....	82
3.3 Training.....	83
3.4 GEARS Computer or its Replacement System Inventory Maintenance....	84
3.5 Security for Computer Equipment.....	84
3.6 Security for Contractor's Facilities.....	84
4.0 SPECIFIC TASKS.....	85
4.1 Contractor Management Services.....	85
4.2 Record Keeping.....	88
4.3 Confidentiality of Records.....	89
4.4 Use of Outside Resources.....	89
4.5 Reporting Tasks.....	89
4.6 Orientation Services.....	92
4.7 Job Club Services.....	97
4.8 Job Club Services Segments.....	101
4.9 Scheduling/Enrolling GAIN Participants into Job Club Services.....	111
4.10 Notification of Changes.....	113
4.11 Job Club Services for the NE/NS Population.....	116
4.12 Job Development.....	121
4.13 Flex (Concurrent) Job Club/Search.....	122
4.14 Job Opening Information.....	122
4.15 Job Placement.....	123

5.0	PERFORMANCE MEASURES.....	124
5.1	Job Placement Rate.....	124
5.2	Fiscal Penalty.....	125
5.3	Participation Rate.....	125

TECHNICAL EXHIBITS

1.	Performance Requirements Summary.....	126
1A.	Performance Requirements Summary Chart.....	131
2.	Contract Discrepancy Report.....	139
3.	Contractor Civil Rights Complaint Activity Report.....	141
4.	Monthly Management Report (with 96 unnumbered pages).....	144
5.	GAIN Participant Feedback Sheet.....	146
6.	Long-Term Family Self-Sufficiency Project #1.....	151
7.	Job Readiness & Career Planning Services Flow Chart.....	154
8.	Breakdown of GAIN Regional Service Areas by City.....	156
9.	Literacy Screening Tools.....	158
10.	Regional GAIN Offices and Sub-Offices.....	162
11.	Service Provider Referral – GN- 6006.....	164
12	Notification of Change from Service Provider – GN - 6007.....	167
13.	Contractor Manager & Alternate Contractor Manager Job Description.....	170

PREAMBLE

For over a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is to improve the quality of life in the County by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- | | |
|-------------------|-------------------------|
| ➤ Responsiveness | ➤ Integrity |
| ➤ Professionalism | ➤ Commitment |
| ➤ Accountability | ➤ A Can-Do Attitude |
| ➤ Compassion | ➤ Respect for Diversity |

These shared values are encompassed in the County Mission to enrich lives through effective and caring service and the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the County's outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County's health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the following values and goals for guiding this effort to integrate the health and human services delivery system:

- ✓ Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- ✓ Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- ✓ There is no "wrong door": wherever a family enters the system is the right place.
- ✓ Families receive services tailored to their unique situations and needs.
- ✓ Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- ✓ The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- ✓ The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- ✓ In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- ✓ County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- ✓ County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- ✓ County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.

- ✓ County agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- ✓ The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County's five outcomes for children and families: good health, economic well-being, safety and survival, emotional and social well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community will continue to work together to develop ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strength-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following ***Customer Service And Satisfaction Standards*** in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name;
- Listen carefully and patiently to customers;
- Be responsive to cultural and linguistic needs;
- Explain procedures clearly; and
- Build on the strengths of families and communities.

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible;
- Provide clear directions and service information;
- Outreach to the community and promote available services;
- Involve families in service plan development; and

- Follow-up to ensure appropriate delivery of services.

SERVICE ENVIRONMENT

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment;
- Ensure a professional atmosphere;
- Display vision, mission, and value statements;
- Provide a clean and comfortable waiting area;
- Ensure privacy; and
- Post complaint and appeals procedures.

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

STATEMENT OF WORK

1.0 GENERAL

1.1 SCOPE OF WORK

- 1.1.1 Effective July 1, 2007, CONTRACTOR shall provide Job Readiness & Career Planning Services Countywide.
- 1.1.2 CONTRACTOR shall conduct Orientation and Job Club at approved CONTRACTOR sites.
- 1.1.3 In the provision of all Job Readiness & Career Planning Services activities, CONTRACTOR shall stress and reinforce the message that the purpose of GAIN is to make it possible for the GAIN participant to get a job, and for the participant to become free of welfare dependency. **“A Job, a Better Job, a Career”** shall be the motto, and the advantages of a working lifestyle shall be clearly presented.
- 1.1.4 Except for those items listed in **PART 2.0 COUNTY FURNISHED ITEMS**, hereunder, CONTRACTOR shall provide all personnel, materials, supervision and other items or services necessary to provide the Job Readiness & Career Planning Services set forth hereunder for a population with economic, educational and social barriers.

The clientele for which CONTRACTOR shall provide the services described hereunder consists of CalWORKs participants, who are eligible for welfare-to-work services, in the COUNTY's Greater Avenues for Independence (GAIN) Program. CalWORKs participants may have varying work history/skills, learning disabilities, language barriers (limited English), educational levels, child care needs, and may require specialized services, e.g., Domestic Violence, Substance Abuse and Mental Health.

- 1.1.5 CONTRACTOR shall provide services that fall into the two major categories below. A flow chart with the sequence of these activities is contained in **Technical Exhibit 7, Flow Chart**.
 - 1.1.5.1 A one-day Orientation activity which shall include the specific tasks outlined in **Section 4.6, Orientation Services**. The Orientation activity is the first day of Job Club, described below.

1.1.5.2 A multi-week Job Club activity which shall include the specific tasks outlined in **Section 4.7, Job Club Services**. Job Club for English and Spanish speaking participants is four weeks. Job Club for Non-English/Non-Spanish participants is three weeks.

1.1.6 CONTRACTOR shall comply with all CalWORKs law and updates and the COUNTY of Los Angeles CalWORKs Plan, in the provision of the Job Readiness & Career Planning Services described above and as further detailed below.

1.1.7 CONTRACTOR may be required to have COUNTY staff collocate at its Job Club sites to facilitate communications/services with the case management staff.

1.2 QUALITY CONTROL

The CONTRACTOR shall establish and utilize a comprehensive Quality Control Plan to assure the COUNTY a consistently high level of service throughout the term of this Contract.

The Plan shall include, but may not be limited to, the following:

1.2.1 Method for assuring that professional staff rendering services under this Contract has qualifying experience;

1.2.2 Method of monitoring to ensure that Contract requirements are being met;

1.2.3 Method for identifying, preventing and correcting deficiencies in the quality of service before the level of performance becomes unacceptable;

1.2.4 A record of all inspections conducted by the CONTRACTOR, the corrective action taken, the time a problem is first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the COUNTY upon request;

1.2.5 Method for monitoring subcontractors for compliance and quality of services; and

1.2.6 Data Collection and Monitoring systems to ensure that services are equitable for all GAIN participants including those who are immigrants, refugees and limited-English proficient.

1.3 **QUALITY ASSURANCE**

The COUNTY or its agent will evaluate the CONTRACTOR's performance under this Contract using the quality assurance procedures as defined in this Contract. **(Reference Contract PART 8.0 STANDARD TERMS AND CONDITIONS, Section 8.27, County's Quality Assurance Plan).**

The COUNTY or its agent will evaluate the CONTRACTOR's performance under this Contract on a regular basis. Such evaluation will include assessing the CONTRACTOR's compliance with all Contract terms and performance standards. The CONTRACTOR's deficiencies, which the COUNTY determines are severe or continuing and may place performance of the Contract in jeopardy if not corrected, will be reported to the Board of Supervisors.

The report will include improvement/corrective action measures taken by the COUNTY and the CONTRACTOR. If improvement does not occur consistent with the corrective action measures, the COUNTY may terminate this Contract or impose other penalties as specified in this Contract. **(Reference Contract PART 8.0 STANDARD TERMS AND CONDITIONS, Section 8.27 County's Quality Assurance Plan.)**

- 1.3.1** COUNTY shall monitor the CONTRACTOR'S performance under this Contract using the quality assurance procedures specified in the Performance Requirement Summary, or any other such procedures as may be necessary to ascertain that the CONTRACTOR is in compliance with this Contract.

Performance Evaluation Meetings

Performance Evaluation Meetings shall be held jointly by COUNTY and the Contractor Manager as often as deemed necessary by the CCA. However, if a Contract Discrepancy Report is issued, a meeting shall be held within five (5) business days, or sooner, at the discretion of the CCA.

Action items from any Performance Evaluation Meeting shall be prepared by the CCA and signed by the Contractor Manager and CCA. Should the Contractor Manager not concur with the action items, he/she shall submit a written statement to the CCA within ten (10) workdays from the date of receipt of the signed action items.

The Contractor Manager's written statement shall be attached to the CCA's action items and be a part thereof. Failure to do so shall result in the acceptance of the action items as written.

Upon advance notice, either the COUNTY or the CONTRACTOR may make an auditory recording of the meeting.

1.3.2 Contract Discrepancy Reports

Verbal notification of a contract discrepancy will be made to the Contractor Manager or alternate as soon as possible whenever a contract discrepancy is identified. When possible, the problem shall be immediately resolved by the Contractor Manager.

The CCA will determine whether a formal **Contract Discrepancy Report, Technical Exhibit 2** shall be issued.

If a Contract Discrepancy Report is issued, it will be hand delivered (or mailed via U.S. Certified Mail) to the Contractor Manager or alternate, who will sign for receipt.

Upon receipt of this document, CONTRACTOR is required to respond in person and/or in writing to the CCA within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. CONTRACTOR shall submit a program for immediate correction of all failures of performance identified in the Contract Discrepancy Report within ten (10) business days.

Should the CCA disagree with the Contractor Manager's timely written response, any disagreement shall be taken up to the next level in the chain of command.

1.4 GOVERNMENT OBSERVATIONS

Federal, State and/or COUNTY personnel, in addition to departmental contracting staff, may observe performance, activities, and documents under this Agreement at any time during normal working hours. However, personnel may not unreasonably interfere with CONTRACTOR's performance.

1.5 ATTENDANCE AT AND NOTICE OF MEETINGS

CONTRACTOR shall have appropriate levels of staff attend all meetings requested by COUNTY. CONTRACTOR may request meetings with COUNTY as needed with five (5) business days' advance notice. The advance notice requirement may be waived with the mutual consent of both CONTRACTOR and COUNTY.

1.6 COMMUNICATION

COUNTY will notify CONTRACTOR orally and with written confirmation upon COUNTY's identification of any problems in CONTRACTOR'S performance of this Agreement. CONTRACTOR shall respond in writing to COUNTY'S inquiries within five (5) business days clarifying the stated problem(s) or confirming corrective action to COUNTY'S satisfaction.

1.7 HOURS OF OPERATION

CONTRACTOR shall be available to provide services to COUNTY during normal business hours, Monday through Friday from 8:00 a.m. - 5:00 p.m. To accommodate participants, CONTRACTOR may also be required to conduct Job Readiness and Career Planning Services as required by COUNTY.

CONTRACTOR is not required to provide services on COUNTY recognized holidays. The CCA will provide a list of COUNTY holidays to CONTRACTOR within thirty (30) calendar days of Contract start date, and annually, at the beginning of the calendar year.

Contractor Manager will provide a list of CONTRACTOR holidays to COUNTY when the Contract is approved and prior to subsequent calendar years.

STATEMENT OF WORK

2.0 COUNTY FURNISHED ITEMS

2.1 FACILITIES

COUNTY shall provide necessary space, furniture, utilities, equipment and telephones for CONTRACTOR to conduct Orientation and Job Club at specified DPSS GAIN Regional Offices and Sub-Offices. **Technical Exhibit 10**, provides a **listing of GAIN Regional Offices and Sub-offices**. Those Regional Offices and Sub-Offices at which DPSS provides facilities for Orientation and Job Club are indicated on **Technical Exhibit 10**.

2.2 SERVICES

The COUNTY shall provide training in the following areas to appropriate CONTRACTOR staff:

- 2.2.1 GAIN Orientation;
- 2.2.2 GEARS computer workstations, or its replacement system;
- 2.2.3 DPSS policy and procedures on language access, including how to work effectively with interpreters for Limited English Proficient (LEP) GAIN participants;
- 2.2.4 DPSS Language GAIN Policy.
- 2.2.5 Method to access and use State and County-translated documents;
- 2.2.6 Civil Rights issues affecting LEP GAIN participants;
- 2.2.7 DPSS Civil Rights requirements and “refresher” training on these requirements;
- 2.2.8 Appropriate tools and methodology for appraising LEP GAIN participants;
- 2.2.9 How to appropriately make an individualized determination as to whether Job Club/targeted job search would not be beneficial as the first activity for the LEP GAIN participant;
- 2.2.10 How to appropriately make an individualized determination as to whether Job Club/targeted job search activities should be shortened because they are not beneficial for the LEP GAIN participant.

- 2.2.11** Vocational Assessment Services during Friday of the second week of targeted job search and Monday of the third week of targeted job search.

2.3 AUTOMATED COMPUTER SYSTEMS

- 2.3.1** The COUNTY shall furnish and install one (1) GEARS computer workstation or its replacement system, (1) printer and the necessary transmission line at every Job Club location. The GEARS workstation or its replacement system and printer are to be located at a site designated by the CONTRACTOR, but shall remain the property of the COUNTY. Upon the termination of this Contract, the COUNTY shall remove the GEARS workstation or its replacement system, printer, and transmission line.

- 2.3.2** The COUNTY shall provide maintenance, repair and/or replacement due to normal wear and tear of all COUNTY-furnished equipment, the GEARS computer workstation or its replacement system, printer and transmission line.

NOTE: The relocation of GEARS equipment or its replacement system, once installed, shall be at the CONTRACTOR's expense, if the CONTRACTOR requests the move.

- 2.3.3** The CONTRACTOR shall be responsible for repair and replacement costs for all COUNTY-furnished equipment in **PART 2.0 COUNTY FURNISHED ITEMS**, which includes the GEARS equipment or its replacement system, that are damaged due to the CONTRACTOR's abuse or carelessness, as determined by COUNTY.

- 2.3.4** The COUNTY staff shall conduct periodic inventories of COUNTY-provided GEARS equipment, or its replacement system, throughout the term of this Contract to meet COUNTY inventory control requirements.

- 2.3.5** The CONTRACTOR shall report to the CCA, immediately upon discovery, of the loss of COUNTY-provided equipment.

- 2.3.6** The CONTRACTOR shall not install software or screen savers on COUNTY-provided computer workstations. Any installation, removal or reinstallation of required software and movement of equipment shall be made by COUNTY-managed technicians. Requests for these services shall be made to the DPSS Technical Support Center. Any service calls required because of CONTRACTOR's staff modifying the configuration of software on the computer workstations shall be at the expense of the CONTRACTOR.

2.4 MATERIALS

The COUNTY shall supply the following materials:

- 2.4.1** GAIN Participant Handbook and any revisions;
- 2.4.2** GAIN plans and updates;
- 2.4.3** GEARS or its replacement system instructional material and security information;
- 2.4.4** Labor Market Information accessible at www.labormarketinfo.edd.ca.gov;
- 2.4.5** State Workers' Compensation Claim Forms: the Employer Report of Inquiry, SCIF 3067, and the Employee Claim Form, SCIF 3301;
- 2.4.6** GAIN-related (GN series) forms at start-up and ongoing, as needed and as updated/revised;
- 2.4.7** Video training tapes on child abuse and cultural awareness;
- 2.4.8** Listing of County-approved Domestic Violence, Substance Abuse and Mental Health Service Providers;
- 2.4.9** All required posters;
- 2.4.10** Literacy Screening Tool;
- 2.4.11** The Gaining Opportunity and Living Skills (GOALS) videotapes and materials in English, Spanish, Armenian, Cambodian, Cantonese, Mandarin, Korean, Russian, Vietnamese and Tagalog.
- 2.4.12** Targeted Job Tax Credit, Earned Income Tax Credit and Advanced Earned Income Tax Credit forms;
- 2.4.13** Post-employment video and literature;
- 2.4.14** List of COUNTY-observed holidays and
- 2.4.15** Information regarding target occupations/industries for GAIN participants.

STATEMENT OF WORK

3.0 CONTRACTOR FURNISHED ITEMS

3.1 FACILITIES

Other than those identified in **Section 2.1 Facilities (COUNTY FURNISHED ITEMS)**, CONTRACTOR shall provide all facilities for Job Club and shall include no cost parking space for COUNTY-designated staff and GAIN participants at each facility.

Facilities shall be in close proximity to Regional GAIN offices and Sub-offices, and shall be within one hour travel time using public transportation from the Regional GAIN Office/Sub-Office. The locations of the **GAIN offices and sub-offices** are contained in **Technical Exhibit 10**.

3.2 EQUIPMENT/SUPPLIES/MATERIALS

3.2.1 CONTRACTOR shall furnish all equipment and supplies necessary to perform all services required by this Contract which is not provided by COUNTY, as needed and approved by COUNTY.

3.2.2 CONTRACTOR shall furnish desks, tables, chairs, utilities, and telephones for LACOE Job Club facilities.

3.2.3 With the exception of COUNTY-furnished items as stated in **PART 2.0 COUNTY FURNISHED ITEMS**, CONTRACTOR shall obtain all equipment necessary to perform all services required by this Contract in accordance with **Contract Budget, Exhibit B**, hereunder.

3.2.4 CONTRACTOR shall establish and maintain an inventory of all equipment purchased for this Contract, of which COUNTY shall be the sole owner. Upon termination of this Contract, all CONTRACTOR-furnished equipment purchased with COUNTY funds, shall become COUNTY property.

3.2.5 CONTRACTOR shall establish and maintain an inventory of all COUNTY-furnished equipment, material, etc. purchased and utilized for this and any prior Contract between CONTRACTOR and COUNTY for services herein. CONTRACTOR shall update the inventory periodically. CONTRACTOR shall provide COUNTY an updated inventory listing quarterly throughout the term of this Contract.

3.2.6 CONTRACTOR shall provide all CONTRACTOR-developed curriculums approved by the COUNTY and the translations of the curriculum in the languages required by the COUNTY.

3.2.7 CONTRACTOR shall post all required posters as directed by the COUNTY.

3.2.8 CONTRACTOR shall provide and maintain a clothing closet of professional attire for men and women as part of Job Club services for the GAIN participants which enables them to have clothes to meet the dress code requirement for job interviews and to start employment. The maximum amount allocated per Fiscal Year is \$125,000.

3.3 TRAINING

3.3.1 CONTRACTOR shall provide training to all Contract employees who work directly with GAIN participants on all CONTRACTOR-developed curriculum, and CONTRACTOR Orientation staff shall be trained in the COUNTY's Gaining Opportunities and Living Skills (GOALS) motivational program prior to the Contract start date, and for future newly hired employees, prior to performing the Contract services.

3.3.2 CONTRACTOR shall provide an orientation program for new employees who will work directly with GAIN participants within thirty (30) calendar days after they start employment for CONTRACTOR.

The Program shall at a minimum include the following:

- A.** Orientation to the GAIN Program;
- B.** Cultural awareness and Civil Rights training;
- C.** Child and elder abuse awareness and reporting training;
- D.** Training on how to identify and assist GAIN participants in coping with and overcoming specific barriers to employment;
- E.** Training on identifying and reporting sexual harassment.

3.3.3 CONTRACTOR shall provide a one-day orientation for new employees on a quarterly basis. CONTRACTOR shall report the names of all new employees who attended the training on the Monthly Management Report.

3.3.4 Throughout each Contract year, CONTRACTOR shall provide training workshops for direct services management and non-management staff. Workshop topics shall include employee relations, organization and management orientation, building an effective working relationship with your manager, establishing performance expectations, taking corrective action, personal strategies for navigating change, speaking with

confidence, moving from conflict to collaboration and what it takes to succeed at LACOE.

- 3.3.5** CONTRACTOR shall ensure that training is scheduled so as not to interfere or adversely affect CONTRACTOR's delivery of the Contract services.

3.4 GEARS COMPUTER OR ITS REPLACEMENT SYSTEM INVENTORY MAINTENANCE

CONTRACTOR shall maintain a computerized Job Club inventory using the GEARS computer workstation or its replacement system.

Inventory updates shall be made within five (5) workdays after any change occurs in the data specified below. The following information and any other data that may be required shall be included in the inventory:

- A.** Name of Job Club site (CONTRACTOR facility);
- B.** Job Club site address;
- C.** Contact person and his/her telephone number;
- D.** Language capabilities available;
- E.** Job Club services offered, e.g., Job Club activity; and
- F.** Specialized Services, if any.

3.5 SECURITY FOR COMPUTER EQUIPMENT

The CONTRACTOR shall furnish security for the GEARS computer equipment or its replacement system and computer access, to ensure that the equipment is secure and confidentiality is maintained. The COUNTY will be responsible for locking down the hardware equipment. Security measures must be approved by COUNTY's Office of Information Technology (OIT) staff.

3.6 SECURITY FOR CONTRACTOR'S FACILITIES

CONTRACTOR shall provide on-site security personnel at CONTRACTOR-leased Job Club facilities upon written notification by COUNTY.

STATEMENT OF WORK

4.0 SPECIFIC TASKS

4.1 CONTRACTOR MANAGEMENT SERVICES

CONTRACTOR shall provide all management services necessary for provision of the Job Readiness & Career Planning Services Program which consists of Orientation and Job Club. Management services may include, but are not limited to:

4.1.1 Planning, coordinating, implementing and monitoring of Job Readiness & Career Planning Services Program service delivery;

4.1.2 4.1.2.1 Ensuring that there are sufficient professional, experienced, bilingual, and competent staff to administer the Job Readiness and Career Planning Services Program to the COUNTY's CalWORKs population in all languages.

CONTRACTOR shall provide COUNTY with standards used to certify fluency of staff providing services in languages other than English upon request.

4.1.2.2 Ensuring that NE/NS participants in both the threshold and non-threshold languages are provided similar Orientation and Job Club Services. All current content, concepts, and outcomes of the GAIN model will be incorporated in the NE/NS model.

Threshold languages are: Spanish, Armenian, Cambodian, Cantonese, Mandarin, Korean, Russian, Vietnamese and Tagalog.

4.1.2.3 For the non-threshold NE/NS participants, CONTRACTOR shall make a diligent effort to provide a facilitator or translator in the participant's native language. In the event a language-specific translator is not available, a LACOE facilitator will deliver the NE/NS services with the aid of the telephone translation services.

4.1.3 All CONTRACTOR personnel performing the services herein shall at all times be employees of CONTRACTOR and CONTRACTOR shall have the sole right to hire, suspend, discipline, or discharge that personnel. However, any employee of CONTRACTOR who, in the opinion of DPSS is unsatisfactory shall be removed from the performance of required services immediately upon the written or oral request of the CCA.

COUNTY will confirm any oral requests in writing. CONTRACTOR can request a conference with COUNTY before the removal is finalized.

- 4.1.4** Ensuring background checks are conducted on all staff providing Job Readiness & Career Planning Services. Background checks shall include, but may not be limited to, employment history, criminal record, validity of education and applicable licenses. Findings shall be kept on file and made available to the COUNTY upon request.

4.1.4.1 For the safety and welfare of the children to be served under this Contract, CONTRACTOR agrees, as permitted by law, to ascertain arrest and conviction records for all current and prospective employees, independent CONTRACTORS, volunteers or subcontractor who come into contact with children in the course of their work, volunteer activity or performance of the subcontract and shall maintain records in the file of each such person.

4.1.4.2 CONTRACTOR shall immediately notify COUNTY of any arrest and/or subsequent conviction other than for minor traffic offenses, of an employee, independent CONTRACTOR, volunteer staff or subcontractor who come in contact with children while providing services under this Contract when such information becomes known to CONTRACTOR.

4.1.4.3 CONTRACTOR agrees not to engage or continue to engage the services of any person convicted of any crime involving harm to children, including but not limited to the offenses specified in Health and Safety Code Section 11590 (person required to register as controlled substance offenders) and those defined in the following Penal Code Sections: 261.5, 272, 273a, 273ab, 273d, 273g, 286, 288, 288a, 314, 647(a) & (d), 647.6 or any future Penal Code Sections which address these crimes.

- 4.1.5** Ensuring direct service CONTRACTOR staff can write, speak and understand English; are comfortable in a work environment that is complex, fast-paced, confidential, and high-pressured; are able to communicate effectively and use good judgment and diplomacy; presents him/herself in a neat, business-like and professional manner; are bilingual when requested, and have passed a background check.

- 4.1.6** Ensuring verbal instructions and CONTRACTOR-developed materials are in all languages requested by COUNTY.

The CONTRACTOR shall provide the COUNTY with its methodology to certify that the translated hand-out materials are accurately translated, upon request.

- 4.1.7** Ensuring that CONTRACTOR employees who work directly with GAIN participants in the GAIN Program are trained in CONTRACTOR-developed curriculum.
- 4.1.8** Ensuring that CONTRACTOR Orientation staff is trained in the COUNTY's Gaining Opportunities and Living Skills (GOALS) motivational program by Contract start date and for future newly hired employees, prior to performing the Contract services.
- 4.1.9** Ensuring that all CONTRACTOR employees who work directly with GAIN participants are provided orientation training prior to performing services under this Contract. Orientation shall at a minimum include:
 - 4.1.9.1 Orientation to the GAIN Program;
 - 4.1.9.2 Cultural awareness and GAIN participant civil rights training;
 - 4.1.9.3 Child and elder abuse awareness and reporting training;
 - 4.1.9.4 Training on how to identify and assist GAIN participants in coping with and overcoming specific barriers to employment;
 - 4.1.9.5 Training on identifying and reporting sexual harassment; and
 - 4.1.9.6 Training on the Learning Disabilities Program.
- 4.1.10** Ensuring that all required material is posted in COUNTY and CONTRACTOR sites as directed by COUNTY, and is accessible to GAIN participants.
- 4.1.11** Ensuring that CONTRACTOR staff meet with COUNTY GAIN Regional staff as requested or needed to discuss issues pertaining to individual GAIN participants in each regional office/sub office.
- 4.1.12** Ensuring that CONTRACTOR meets with COUNTY on a regular basis to discuss programmatic issues, general procedural issues, and general concerns as needed.

Either COUNTY or CONTRACTOR may request such a meeting. COUNTY will contact CONTRACTOR's Contract Manager to request such a meeting. CONTRACTOR shall contact COUNTY Contract Administrator to request such a meeting.

- 4.1.13** Ensuring reasonable accommodations shall be made to service participants with disabilities following the Americans with Disability Act guidelines.

4.2 RECORD KEEPING

- 4.2.1** CONTRACTOR shall maintain retrievable records relating to each individual's participation in Job Readiness & Career Planning Services. The records shall be kept in a folder, identifiable by GAIN participant's name and case number. These records shall include the following:

- 4.2.1.1 The referring **GN 6006**, Service Provider Referral, **Technical Exhibit 11**;
- 4.2.1.2 Copies of the **GN 6007**, Notification of Change from Service Provider, **Technical Exhibit 12** need to be included for cases that declared a need for Specialized Supportive Services and for cases that found employment. Copies of the MCAT GEARS screens should also be included in cases that a GN 6007 was not completed;
- 4.2.1.3 Copies of the GAIN participant's Job Search Progress Reports;
- 4.2.1.4 Results of CONTRACTOR's validation of GAIN participant's Job Search Progress Reports;
- 4.2.1.5 CONTRACTOR evaluations of GAIN participant's performance in the assigned Job Club activity;
- 4.2.1.6 A copy of the GAIN participant's employment verification;
- 4.2.1.7 A copy of the GAIN participant's Career Goal Plan;
- 4.2.1.8 A copy of the CONTRACTOR's appraisal and assessment results of GAIN participant's interests, job preferences, job/career alternative, personality type, etc.;
- 4.2.1.9 A copy of the GAIN participant's Comprehensive Adult Student Assessment System (CASAS) literacy and primary language assessment testing results; and
- 4.2.1.10 Flex and Dual Track GAIN participants' full-time and part-time employment statistics.

4.2.2 GAIN Participant's Feedback Sheets, Technical Exhibit 5 (regarding services they received from the CONTRACTOR) shall be kept separately, by month, for easy retrieval for COUNTY review.

4.2.3 The CONTRACTOR shall maintain all records at a central facility for five (5) years after the termination of this Contract or until all audits started during the Contract period, or within five (5) years of termination of the Contract are completed and settled, whichever is later.

4.3 CONFIDENTIALITY OF RECORDS

CONTRACTOR shall maintain the confidentiality of individual GAIN participants' records by:

4.3.1 Maintaining files in locked drawers and cabinets at CONTRACTOR's Job Readiness & Career Planning Services sites and at the CONTRACTOR's headquarters and ensuring that documents relating to participants with a Domestic Violence Component or Domestic Violence history on GEARS are not faxed.

4.3.2 CONTRACTOR shall maintain the confidentiality of its employees' records which includes the Employee Confidentiality Agreement, by maintaining files in locked drawers and cabinets at the CONTRACTOR's headquarters. Limit access to these files to CONTRACTOR's designated staff. These files are subject to audit, and shall be accessible to COUNTY upon request during any business day.

4.4 USE OF OUTSIDE RESOURCES

CONTRACTOR, upon COUNTY approval, may use outside resources and/or services for providing Job Club to GAIN participants if:

4.4.1 There is no charge to COUNTY;

4.4.2 Confidentiality rights are protected;

4.4.3 Services are within allowable time frames; and

4.4.4 GAIN participant progress is monitored.

4.5 REPORTING TASKS

The CONTRACTOR shall make reports, as may be required by the COUNTY, concerning its activities as they affect the Contract duties and purposes contained herein. The CONTRACTOR shall also perform the following:

- 4.5.1** Submit to the COUNTY Contract Administrator (CCA) the Monthly Management Reports on the CONTRACTOR performed activities by the fifteenth (15) calendar day of the following month in which the CONTRACTOR performed the activities, with detail and format as required by COUNTY, which may include but is not limited to:
- A.** A monthly Job Club class listing showing the scheduled enrollment counts in each Job Club session at each of the Job Club sites is due by the first Monday of each month.
 - B.** The Orientation Monthly Management Report (MMR) showing statistical information:
 - Number of GAIN Orientation sessions held in each GAIN Region by language;
 - Number of GAIN participant referrals and starts;
 - Number of GAIN participant completes and “no shows”;
 - Number of GAIN participant incompletes and reasons for the incompletes;
 - Number of referrals to Mental Health, Substance Abuse and Domestic Violence made by CONTRACTOR by GAIN Region;
 - C. Part I** of the Job Club MMR consists of the following:
 - Narrative Summary letter of the CONTRACTOR concerns;
 - Statistical Summary Report must show the number of GAIN participants by GAIN Region and by language:
 - Referrals;
 - Starts in Job Club;
 - Starts in Dual Track and Flex Job Club;
 - D. Part II** of the Job Club MMR consists of the following:
 - Narrative Summary letter (includes information regarding staffing changes, recommendations for Program improvements, etc.);

- Statistical Summary Report must show the number of GAIN participants by GAIN Region and by language:
 - Dropped/transferred “outs” in Job Club;
 - Became employed full-time and part-time;
 - Complete Job Club without a job
- The following listings as documentation for the Statistical Summary Reports:
 - A listing by Region of GAIN participants designated as Dual Track who opted to remain in Job Club and/or who were referred to the GSW for assignment to the next appropriate activity.
 - A listing of GAIN participants by Region in Flex Job Club.
 - A listing of GAIN participants by Region and language employed full-time during the report month. The listings indicate the Job Club session start date, Region, site, participant’s name, case number, hourly wage, and total work hours.
 - A listing of GAIN participants by Region and language employed part-time during the report month. The listings indicate the Job Club session start date, Region, site, participant’s name, case number, hourly wage, and total work hours.
- Career Center Report;
- Deferred Referrals;
- List of Dual Track, One Stop and WIA Participants;
- Success Stories;
- Statistical Summary Report must show:
 - Number of presentations by Child Care, Domestic Violence, Substance Abuse and Mental Health agencies in Job Club, by GAIN Region;

- Number of GAIN participants who attended the first day of Job Club and the names of the GAIN participants who were referred out of the Job Club session subsequently due to issues related to the aforementioned Supportive Services.

Part II of the Job Club MMR is due by the fifteenth (15) calendar day of the following month in which the CONTRACTOR performed the activities.

- E. Part III** of the Job Club MMR that reports the full-time placement count must include placements made during the “placement window”. This report is due by the fifteenth (15) calendar day of the following month in which the CONTRACTOR performed the activities.

- 4.5.2** Obtain Feedback Sheets from each GAIN participant concerning his/her evaluation and understanding of the training at the conclusion of both the Orientation and Job Club activities. The completed Feedback Sheets shall be retained in the CONTRACTOR’s records and tabulated monthly, with the results reported in the CONTRACTOR’s MMR.
- 4.5.3** Submit a monthly invoice for Orientation and Job Club as specified in **Sample Monthly Invoice Format, Exhibit K** by the fifteenth (15) calendar day of the following month in which the CONTRACTOR performed activities.
- 4.5.4** Complete and provide to the CCA reports/forms as required by COUNTY, and by the due dates established by COUNTY.
- 4.5.5** Report any systems problems and recommend solution of problems to COUNTY within five (5) workdays of discovery.
- 4.5.6** Provide COUNTY with records, documents, written statements and assistance, as requested within three (3) workdays of COUNTY request, in order for COUNTY to initiate GAIN participant compliance procedures.
- 4.5.7** Be available to meet/consult with DPSS and/or contracted GAIN case management staff as needed, in the event compliance procedures are initiated against a GAIN participant.

4.6 ORIENTATION SERVICES

4.6.1 CONTRACTOR Requirements

- 4.6.1.1** Conduct this one-day activity in a group and use a classroom format.

- 4.6.1.2 Start and complete Orientation services of GAIN participants on their scheduled appointment date. Orientation sessions will be scheduled on the first day of Job Club Classes for all languages required by COUNTY based on the estimated number of sessions agreed upon by COUNTY and CONTRACTOR.

Any additional cost as a result of an increase in the number of sessions shall require a negotiated amendment approved by the DPSS Director pursuant to **Section 8.7.3** of this Contract or approved by the Los Angeles County Board of Supervisors. However, the frequency in the number of sessions from region to region can be changed as long as the total cost Countywide is not increased.

- 4.6.1.3 Permit Child Care Resource and Referral/Alternate Payment Program Providers to give a presentation on the child care eligibility and payment process during each session.
- 4.6.1.4 Permit Domestic Violence, Mental Health and Substance Abuse Service Providers to give a presentation on their services during each session.
- 4.6.1.5 Utilize training methods such as role-playing, small group discussions, games, group feedback, audio/visual tapes, etc.
- 4.6.1.6 Display CONTRACTOR-provided motivational posters, banners and pictures, and post the agenda of daily Orientation activities in the classroom.
- 4.6.1.7 Provide verbal and written instructions and materials, as required by COUNTY, to GAIN participants in English and Spanish and if requested in appropriate “threshold languages”, which may include but is not limited to: Armenian, Cambodian (Khmer), Chinese (Cantonese & Mandarin), Korean, Russian, Vietnamese and Tagalog.
- 4.6.1.8 Ensure that the GAIN participant/instructor ratio in each Orientation session is no more than twenty-five (25) GAIN participants to one instructor (25:1), unless otherwise requested by COUNTY.
- 4.6.1.9 Present GAIN participants with a Certificate of Completion at the conclusion of the Orientation session.

- 4.6.1.10 If participants self-declare a need for Domestic Violence, Mental Health and/or Substance Abuse during Orientation, LACOE staff will allow the participants a 10-minute timeframe to meet with the Specialized Supportive Services (SSS) presenters or the CASC Service Advocate staff to discuss the availability of SSS. If the participant is unable to return to Orientation due to his/her SSS barriers, LACOE staff must excuse the participant from Orientation.

4.6.2 Session Activities

Perform in each session, at a minimum, the following tasks:

- 4.6.2.1 Provide a 45-minute overview that gives GAIN participants information regarding: GAIN Program flow, CalWORKs/TANF 60-month lifetime limit, GAIN participants' rights and responsibilities, Supportive Services, Specialized Supportive Services such as Mental Health, Substance Abuse and Domestic Violence, transitional benefits, tax incentive programs for employers who hire GAIN participants, work incentive programs (Targeted Job Tax Credit), Earned Income Tax Credit and Advanced Earned Income Tax Credit, benefits of a working lifestyle, COUNTY's work-first philosophy, and benefits of a working lifestyle;

- 4.6.2.2 Give a brief presentation on the Learning Disabilities Program utilizing the script provided entitled, "Lets Talk About Learning Experiences".

NOTE: CONTRACTOR shall avoid using the term "Learning Disabilities" with the participant. Instead, the term "Learning Problem" shall be used.

- 4.6.2.3 Verify attendance for GAIN participants who attend the Orientation session and inform COUNTY of GAIN participants who complete the session.

- 4.6.2.4 Notify COUNTY staff via GEARS on the session date, if GAIN participants do not attend a scheduled Orientation session;

- 4.6.2.5 Inform GAIN participants they have an opportunity to obtain a job early in the GAIN process and encourage them to accept early employment;

- 4.6.2.6 Administer a 15-minute COUNTY-provided **Literacy Screening Tools** entitled “Practice Application” (**Technical Exhibit 9**) to GAIN participants, and forward the completed tools to the collocated GSW for scoring in the morning segment of the session;
- 4.6.2.7 Show and discuss GOALS motivational program videos;
- 4.6.2.8 Give all GAIN participants the Targeted Job Tax Credit, Earned Income Tax Credit (EITC) and Advanced Earned Income Tax Credit (AEITC) forms;
- 4.6.2.9 Give all GAIN participants the GAIN Participant Handbook;
- 4.6.2.10 Inform GAIN participants of their opportunity to participate in job training and education activities;
- 4.6.2.11 Inform GAIN participants of the Welfare-to-Work weekly participation requirement of 32/35 hours in GAIN activities;
- 4.6.2.12 Give a brief presentation on the benefits still available once GAIN participants start working, e.g., continuing Medi-Cal and Food Stamp benefits, Housing Relocation Assistance Program, etc.;
- 4.6.2.13 Provide GAIN participants an overview of the resources available to them during the Career Planning and Preparation Seminar;
- 4.6.2.14 Present GAIN participants with a certificate of completion at the conclusion of the Orientation session;
- 4.6.2.15 Inform GAIN participants of the availability of Post-Employment services;
- 4.6.2.16 Remind GAIN participants of the importance of accurate completion and timely submission of the QR 7 form upon getting a job;
- 4.6.2.17 Provide Orientation services, including written and verbal instructions, in English and Spanish; and upon request of COUNTY in other appropriate languages, which may include but is not limited to: Armenian, Cambodian (Khmer), Chinese (Cantonese & Mandarin), Korean, Russian, Vietnamese and Tagalog. Any additional cost of providing services in languages other than English and Spanish shall require a

negotiated amendment approved by the Los Angeles County Board of Supervisors; and

4.6.2.18 Provide a Feedback Sheet to each GAIN participant concerning his/her evaluation and understanding of Orientation.

4.6.2.19 Gift Certificate Incentive Program:

4.6.2.19.1 CONTRACTOR shall purchase, record the purchase, distribute and document the distribution of Gift Certificates from local retailers such as retail discount clothing stores in denomination amounts of \$25 which will be raffled off to participants who complete GAIN Orientation. The maximum amount allocated to purchase Gift Certificates per Fiscal Year is \$70,000.

4.6.2.19.2 Gift Certificates are to be used as an incentive to participants to complete the GAIN Orientation activity and to increase the participation rate. GAIN participants who complete Orientation will be entered in a raffle and if selected, will win a Gift Certificate.

4.6.2.19.3 CONTRACTOR shall create a purchasing, storage and distribution system for Gift Certificates for all Orientation sites and a tracking system to report to the COUNTY along with the Monthly Management Report (MMR). The system shall establish internal controls sufficient to safeguard the Gift Certificates and to prevent fraud and abuse. The system will be submitted to DPSS for approval prior to implementation of the Gift Certificate Incentive Program.

4.6.2.19.4 CONTRACTOR shall provide a monthly report that accounts for changes in inventory of Gift Certificates. The report shall include the number of Gift Certificates that were raffled at each GAIN location per month, the number of Orientation sessions per month at each GAIN region and the names of the stores of the Gift Certificates. The tracking system shall also

include the name and case number of the participant receiving the Gift Certificate.

- 4.6.2.19.5 Three Gift Certificates shall be given per Orientation session to GAIN participants who complete the session. The raffle will be announced on the Orientation appointment letter as an incentive to attend.

4.7 JOB CLUB SERVICES

4.7.1 CONTRACTOR Requirements

- 4.7.1.1 Conduct Job Club services for four (4) consecutive weeks. Provide these activities in a classroom setting, or on an individual basis as needed. Job Club services shall include the following: a one-week Career Planning & Preparation Seminar with Enhanced Appraisal activities and a three-week targeted job search combined with job preparation skills and Vocational Assessment services.

The Career Planning & Preparation Seminar shall be conducted four (4) full, consecutive eight-hour days. CONTRACTOR may provide job preparation skills training activities during the Career Planning & Preparation Seminar and/or during the three weeks of targeted job search. Job Club classroom activities are to be combined with a **Targeted Job Search** as described below in **Sub-Section 4.8.2**.

- 4.7.1.2 Provide GAIN participants with information, resources, tools and skills to enable them to overcome barriers, find work through their own efforts, and enhance their chances of finding a job while participating in classroom activities. GAIN participants shall be encouraged to actively participate in their learning process and shall be provided learning aides such as: role-playing, simulation exercise, audio/visual tapes, group feedback, games, participant assignments etc.
- 4.7.1.3 Stress to GAIN participants throughout the Job Club services activities the "Work First" message, clearly present the advantages of a working lifestyle, and emphasize that the purpose of the GAIN Program is to help them to get a job and become free of welfare dependence.

The Job Club services motto, “**A Job, a Better Job, a Career,**” shall be used to enforce the advantages of a working lifestyle.

- 4.7.1.4 Provide verbal and written instructions and materials, as required by COUNTY, to GAIN participants in English and Spanish and if requested by COUNTY in appropriate languages, which may include but is not limited to: Armenian, Cambodian (Khmer), Chinese (Cantonese & Mandarin), Korean, Russian, Vietnamese and Tagalog.
- 4.7.1.5 Ensure that the GAIN participant/instructor ratio in the Job Club activities is no more than twenty-five (25) GAIN participants to one instructor (25:1), unless otherwise requested by COUNTY.
- 4.7.1.6 Ensure that GAIN participants who miss two consecutive days of the Job Club session are dropped from the session, with the exception of GAIN participants who are excused from the daily activities to attend Regional job fairs/expos.
- 4.7.1.7 Collaborate and create partnerships with community-based organizations (CBO) and local schools, e.g. Education and Training Providers, Workforce Investment Boards, One-Stop Centers, Welfare-to-Work Grantees, Community Colleges, Adult Schools, Regional Occupation Centers/Programs and Supportive Services Providers, etc., in order to coordinate their efforts for Job Club activities. Education and training providers/CBO staff who present information to GAIN participants who are non-English speaking or Limited-English Proficient (LEP) shall be bilingually competent.
- 4.7.1.8 Ensure that GAIN participants are involved in Job Club activities for the required number of weekly hours, which are 32 hours for a single parent household and 35 hours for a two-parent household.
- 4.7.1.9 Eliminate GAIN participants’ barriers to employment through networking with network partners and non-network existing agencies.
- 4.7.1.10 Excuse GAIN participants from Job Club activities to attend Regional job fairs/expos.

4.7.1.11 Obtain a Feedback Sheet from each GAIN participant at the conclusion of the Job Club services session concerning his/her understanding of Job Club services.

4.7.1.12 Integration of Orientation into Job Club:

4.7.1.12.1 In response to the TANF reauthorization to increase the show rate to GAIN Orientation, the GAIN Orientation session will be integrated into Job Club.

CONTRACTOR shall move the Orientation session to the first day of Job Club for participants of all languages. TANF reauthorization requires that participants participate at all times; by moving Orientation to the first day of Job Club, the new process will reduce the gap of time between Orientation and Job Club.

CONTRACTOR will continue to provide the Career Planning and Preparation Seminar during the remainder of week one of Job Club. Effective January 2007 the phase in of Orientation into Job Club (JCO) was implemented. The roll-out of this new Job Club model will continue through 2007 as indicated below:

GAIN Region VI	January 2007
GAIN Region IV	April 2007
GAIN Region II (Santa Clarita)	April 2007
GAIN Region II (Chatsworth)	April 2007
GAIN Region III	April 2007
GAIN Region I	May 2007
GAIN Region V	May 2007
GAIN Region VII (Burbank)	July 2007
GAIN Region II (Palmdale)	July 2007
GAIN Region II (Lancaster)	July 2007

4.7.1.12.2 Schedule of Job Club sessions:

Frequent Job Club sessions are needed to meet the proposed work requirements as well as providing improved services to GAIN participants.

CONTRACTOR shall provide English and Spanish Job Club sessions as follows:

English Job Club sessions will start every Monday, and Spanish Job Club sessions every other week at all Job Club sites except for the following ones:

Santa Clarita: 1 English session every 3 weeks

Palmdale: 1 English session every other week
1 Spanish session every other week

Lancaster: 1 English session every other week

COUNTY will notify CONTRACTOR should referrals to any or all of these three sites pick up significantly in the future, thus requiring more frequent sessions.

CONTRACTOR shall provide NE/NS Job Club sessions according to the **schedule** included in **Exhibit S** for the period of July 1, 2007 through December 31, 2007. Schedules for each additional six (6) month period of the term of this Contract shall be provided by CONTRACTOR to COUNTY for prior approval.

In addition, CONTRACTOR shall increase NE/NS sessions if needed by COUNTY.

CONTRACTOR shall have 90 calendar days of Contract execution to resolve any space issues.

If for any particular area/site, the 90-day requirement cannot be met, CONTRACTOR must notify COUNTY in writing no later than 30 calendar days from the end of the 90-day period and provide a new timeframe for those locations, which will then be subject to COUNTY review and approval (i.e., their plan for sites needing more time).

4.7.2 Job Club

The Job Club consists of a one-week Career Planning & Preparation Seminar, classroom activities which are combined with targeted Job Search. (Refer to **Section 4.8 Job Club Services Segments** below for a detailed description of the Job Club).

In the first week of targeted Job Search, GAIN participants seek jobs which **pay a living wage**.

In the second week of targeted Job Search, they seek jobs in a **targeted occupation with documented potential to lead to a living wage**.

On the last day of the second week of targeted Job Search, Vocational Assessment services shall be initiated for GAIN participants who have not been able to find full-time employment.

In the third week of targeted Job Search, Vocational Assessment services will be provided to GAIN participants who have not been able to find full-time employment. Job Search is focused on combining part-time work with education/vocational training.

4.8 JOB CLUB SERVICES SEGMENTS

4.8.1 Career Planning & Preparation Seminar With Enhanced Appraisal (1st Week)

4.8.1.1 CONTRACTOR Requirements

- A.** The first segment of Job Club services shall be the Career Planning & Preparation Seminar which is provided the first week and follows the one-day Orientation activity. The Seminar shall be conducted as a group activity and use a classroom format. Group discussion, team activities, role play and daily homework exercises shall be training techniques used in the Seminar. Job preparation skills training may be provided during this activity or during the three weeks of job search.
- B.** The CONTRACTOR shall give special consideration for any Specialized Supportive Services referrals such as Domestic Violence, Mental Health or Substance Abuse services, and shall allow the GAIN participant to be excused from Job Club to access such services.

- C. Refer Limited-English Proficient (LEP) GAIN participants to the GSW when a determination is made by CONTRACTOR that participation in Job Club is not beneficial as it would not prepare them for and/or lead to their employment.

NOTE: The CONTRACTOR is to note on the GN 6007, Notification of Change from Service Provider, that the GAIN participant is a LEP and will not benefit from Job Club activities.

- D. Ensure that a Career Goal Plan is completed for each GAIN participant and a copy of the Plan is provided to the participant.
- E. Work with COUNTY and contracted GAIN case management staff to share employment opportunities and develop employment placements.
- F. Provide each GAIN participant the COUNTY-developed Post-Employment brochures which outline benefits and services.

4.8.1.2 **Activities**

Perform in the Career Planning & Preparation Seminar segment at minimum the following tasks:

- A. Conduct an appraisal of GAIN participants' interest and skills to help them to develop a Career Goal Plan.
- B. Inform GAIN participants that the Career Goal Plan is to guide them through their path to self-sufficiency, assist in the identification and development of a short-term and/or long term vocational/career goal, help to direct their targeted initial job search, and to coordinate with their educational/vocational training needs for employment.
- C. Evaluate GAIN participants for their language proficiency, upon their request, using the Comprehensive Adult Student Assessment System (CASAS). CONTRACTOR's assessment findings shall be considered during development of the participant's Career Goal Plan.

Factors to consider when conducting the assessment of self-declared Limited-English Proficient (LEP) participants may include but shall not be limited to:

- (1) Oral proficiency in English (speaking and listening);
 - (2) Functional literacy (English and native language);
 - (3) Work experience (other Countries and the U.S.);
 - (4) Transferable vocational/technical skills (other Countries and the U.S.);
 - (5) Socio-cultural factors that may impede employability; and
 - (6) Work-related abilities, aptitudes and interests determined both independently of language and literacy proficiency and in conjunction with such proficiency.
- D.** Teach job preparation skills, if this activity is not to be provided during the Job Club activity that follows the Career Planning & Preparation Seminar.
- E.** Discuss the “Dual Track” option with GAIN participants, if appropriate.
- F.** Provide a detailed presentation on how working GAIN participants are to complete their QR-7's to ensure continued accurate benefits. (COUNTY shall provide CONTRACTOR a script prior to the Contract start date).
- G.** Explain the CONTRACTOR's Job Club expectations to GAIN participants.
- H.** Introduce CONTRACTOR's “Job Preparation Guide” and give a copy of the booklet to each GAIN participants.

- I. Review and obtain GAIN participants' signature on CONTRACTOR's "Dress for Success Agreement" and provide GAIN participants a presentation on "Clothes the Deal".
- J. Review CONTRACTOR-selected GOALS Program keys with GAIN participants.
- K. Assist GAIN participants in the completion of the O-Net System as devised by the Department of Labor.
- L. Teach GAIN participants to access labor market information through the use of automated local search sites, e.g., ALMIS Database, Cal Jobs, L.A. Workforce, Career Paths, etc.
- M. Provide GAIN participants a "Self-Sufficiency Plan" booklet and explain its contents and use.
- N. Provide presentations from various training and education providers, including Workforce Investment Agencies, One-Stop Career Centers, Community Colleges, Adult Schools, Regional Occupational Centers.
- O. Ensure each GAIN participant completes an "Individual Service Strategy" plan.
- P. Show Post-Employment video and provide literature.
- Q. Inform GAIN participants that Vocational Assessments will be initiated at the end of the second week of targeted Job Search for those participants who have not found full-time employment.

4.8.2 Targeted Job Search (2nd through 4th Week)

4.8.2.1 CONTRACTOR Requirements

- A. The second through fourth week of Job Club services consists of classroom activities combined with targeted initial job search. (GAIN participants' employment search shall target the occupational goal in their Career Goal Plan that will pay a living wage, as defined in the County Code). The goal of this activity is to teach GAIN participants various job

finding skills to enable them to find work through their own efforts and enhance their chances of finding a job.

B. The Workshop segment of this activity shall be conducted in a group and use a classroom format. Job finding skills training shall be provided with the classroom activities, if they are not provided during the Career Planning & Preparation Seminar, which is conducted the first week of Job Club.

(1) The first week of targeted job search, GAIN participants spend the first part of the day in a classroom setting learning job preparation skills. The second part of the day, GAIN participants conduct a supervised or unsupervised targeted initial job search for a job in their Career Goal Plan that will **pay a living wage**, as defined in the County Code.

(2) The second week of targeted job search, the GAIN participants begin the first part of each day in a classroom setting discussing the obstacles they may have encountered in their job searches and methods to strengthen job preparation skills, e.g., interviewing techniques, calls to employers, securing job leads, etc., to have a successful job search.

GAIN participants are assisted in overcoming hidden employment barriers and provided individualized instruction and support if needed to secure employment and overcome obstacles encountered in a job search.

Following the daily classroom activities, GAIN participants resume their supervised or unsupervised targeted initial job search for a job identified in their Career Goal Plan in **targeted occupations/industries with documented potential to lead to living wage** employment as identified through the research of LTFSS Project #7.

On the third day of the second week of targeted job search, the Enhanced Job Club Facilitator shall provide a list of GAIN participants who have not found full-time employment and are participating in the third week of targeted job search so they can be referred for Vocational Assessment.

On the last day of the second week of targeted job search, Vocational Assessment services shall be initiated for GAIN participants who have not been able to find full-time employment. In the morning, the Enhanced Job Club Facilitator shall meet with the other team members of the Enhanced Job Club/Vocational Assessment (EJC/VA) Team to develop the GAIN participants' Proposed Employment Plans while the GAIN participants are being tested.

- (3) The third week of targeted job search, GAIN participants begin each day meeting in a classroom setting and have a discussion about any obstacles they continue to encounter in job searches and to strengthen job preparation skills. Through individualized instruction and support, they are taught to focus on the area(s) each need to address/improve to obtain employment.

At the start of this week, GAIN participants are informed they have an option to follow an alternative employment path in their Career Goal Plan. Participants may pursue an education and/or training program to be combined with part-time work, if enhancements are needed for them to obtain employment. Participants are expected to find part-time employment.

In the morning of the first day of the third week of targeted job search, the Enhanced Job Club Facilitator shall meet with the other team members of the EJC/VA Team and the Job Developer to discuss the course of action to support the recommended employment plan.

CONTRACTOR shall continue to assist GAIN participants in identifying education and/or training courses and searching for part-time work with hours and locations that are compatible with participation in education and/or training.

- (4) GAIN participants begin the first part of each day in a classroom setting, in a small group or individualized instruction to receive daily support in referring job search skills/techniques, overcoming employment barriers and directing a successful job search. While in this voluntary activity, GAIN participants are bound by the Welfare-to-Work participation requirements, i.e., 32/35 hours weekly.
- (5) Collaborate with entities such as: community-based organizations and local schools, to coordinate their efforts for Job Club services.
- (6) Work with COUNTY and contracted GAIN case management staff to share employment opportunities and develop employment placements.
- (7) Provide a Community Workforce Development Center (CWDC) that will be equipped with reference copies of the Occupational Outlook Handbook and the LACOE/GAIN Job/Career Resource Descriptions pamphlet. The CWDC shall bring together service providers and resources for GAIN participants. The Occupational Outlook Handbook and the LACOE/GAIN Job/Career Resource Descriptions pamphlet are currently also available on the Internet.

- (8)** Achieve a quarterly Full-Time Job Placement Rate as follows:

30%	during Fiscal Year 2007-2008
32.5%	during Fiscal Year 2008-2009
35%	during Fiscal Year 2009-2010
37.5%	during Fiscal Year 2010-2011
40%	during Fiscal Year 2011-2012

4.8.2.2 Workshop Content

The Job Club Workshop classroom activities shall cover the topics below. Job preparation topics covered during the Career Planning & Preparation Seminar may be repeated in the Job Club classroom at the option of the CONTRACTOR.

- A.** Employment application completion;
- B.** Resume writing;
- C.** Telephone calls to employers;
- D.** In-person visits to employers;
- E.** Employment interviewing techniques;
- F.** Proper interview and work attire;
- G.** Job interview follow-up activities;
- H.** Job development skills;
- I.** Understanding work ethics;
- J.** How to enhance one's self-esteem, self-image and confidence;
- K.** How to recognize and handle sex discrimination and sexual harassment;
- L.** The premise that GAIN is a Welfare-to-Work program; work incentive programs (Targeted Job Tax Credit), Earned Income Tax Credit and Advanced Earned Income Tax Credit;

- M.** The effects and advantages of employment, e.g., self-determination; self-worth, positive role model for children, etc.
- N.** Strategies to overcome barriers to employment and employment-related fears, resentment of mandatory participation in GAIN and supportive services concerns, e.g., transportation and child care problems;
- O.** How to identify transferable and job-specific skills and self-management skills;
- P.** Job retention and advancement skills;
- Q.** How religious beliefs or practices, e.g., the belief that only men are responsible for family financial support or no work should be done on Saturdays, may become barriers to becoming employed, and how to deal with and overcome these situations; and
- R.** Obtain Feedback Sheets from each GAIN participant concerning his/her evaluation and understanding of Job Club activities.

4.8.2.3 Activities

Perform in the Job Club segment, at minimum, the following tasks:

- A.** Inform GAIN participants that they are expected to maintain acceptable behavior, which includes regular attendance and cooperation and participation in the required activities;
- B.** Discuss and illustrate the COUNTY's Work-Pays concept;
- C.** Teach employer requirements and expectations;
- D.** Refer GAIN participants to the GSW to repeat the session beginning at the week from which they were dropped when they miss two consecutive days of Job Club services, with the exception of the attendance at an approved visit to a job fair/expo;

- E.** Inform LEP GAIN participants prior to, or at the start of Job Club, orally and in writing, in the appropriate language, that the Job Club period may be shortened if it is determined by CONTRACTOR and the LEP participant that continued participation would not be beneficial, and refer participant to GSW for referral to the next GAIN activity;
- F.** Ensure that GAIN participants maintain their Welfare-to-Work weekly participation requirement, which is 32 hours for a single household and 35 hours for a two-parent household;
- G.** Refer GAIN participants to the GSW when a determination is made by CONTRACTOR that participation in Job Club is not beneficial as it would not prepare them for and/or lead to their employment;
- H.** Ensure that GAIN participants complete a pre-employment skills and post-employment skills survey;
- I.** Review GAIN participant's "Self-Sufficiency Plan" to ensure the career/educational choices follow their Career Goal Plan;
- J.** Ensure GAIN participants are provided job and career planning appraisals using EDD's ONET computerized self-assessment;
- K.** Ensure "Job Preparation Guide" exercises are completed by GAIN participants;
- L.** Review CONTRACTOR-selected GOALS Program keys with GAIN participants;
- M.** Present a Certificate of Completion to each GAIN participant at the conclusion of the Job Club activity;
- N.** Ensure GAIN participants develop an individualized Job Search plan;
- O.** Teach GAIN participants computer skills building exercises;

- P. Provide GAIN participants an explanation of how to use and access EDD's ONET for job opportunities, career, and labor market information; and
- Q. Obtain Feedback Sheets from each GAIN participant concerning his/her evaluation and understanding of Job Club activities.

4.8.3 Supervised Job Search

CONTRACTOR Requirements

- A. Provide the three weeks of targeted job search in Job Club or as a stand-alone activity when the Vocational Assessor recommends it as part of the GAIN participant's employment plan.

Supervised Job Search as a stand-alone activity can be provided for four (4) consecutive weeks to participants who have not attended a Job Club/Search activity within the past twelve (12) months. This activity can only be provided for two (2) consecutive weeks for participants who have completed a Job Club/Search activity within the last twelve (12) months.

- B. Verify GAIN participants' job interview efforts, when suspicious.
- C. Provide staff to regularly meet with GAIN participants during their job search to plan follow-up job search strategies.
- D. Complete and maintain an evaluation of each GAIN participant's job search progress and performance.
- E. Post job listings for GAIN participants to access.
- F. Routinely hold job fairs and ensure that GAIN participants attend.
- G. Develop telemarketing sites, i.e., telephone banks.

4.9 SCHEDULING/ENROLLING GAIN PARTICIPANTS INTO JOB CLUB SERVICES

4.9.1 Scheduling

The following tasks shall be performed when scheduling GAIN participants into Job Club services. The requirements below are applicable when scheduling participants to the four-week Job Club.

- 4.9.1.1 Schedule GAIN participants to begin their initial Job Club services activity on the next available Monday from the date the telephone scheduling request is made by the GSW.
- 4.9.1.2 Schedule Job Club sessions at set intervals. The number of Job Club sessions is based on serving 22,406 GAIN participants per year.

If the number of participants increases and results in CONTRACTOR having to provide additional classes, any additional cost as a result of the additional classes would require a negotiated amendment approved by the DPSS Director as provided in **Section 8.7.3** of this Contract or by the Los Angeles County Board of Supervisors.

4.9.2 Enrolling

- 4.9.2.1 The following tasks shall be performed when enrolling GAIN participants into Job Club services as referred by the GSW on a **GN 6006**, Service Provider Referral, **Technical Exhibit 11**. The requirements below are applicable when enrolling GAIN participants into Orientation/Job Club.

NOTE: When the time frame is shortened or extended, at the request of the GSW and/or CONTRACTOR, the reason shall be recorded by the CONTRACTOR's Reservation Clerk. The duration of Job Club services may be extended, with the consent of the GAIN participant, if both the GSW and CONTRACTOR agree that continuing in Job Club will likely lead to employment.

- 4.9.2.2 Assure there is a minimum of four (4) GAIN participants attending each Job Club session by over-booking. The initial Job Club session shall not be canceled for any reason, even if less than four (4) GAIN participants show up.
- 4.9.2.3 Collect the **GN 6006**, Service Provider Referral, **Technical Exhibit 11**, from the GAIN participant upon his/her arrival to the scheduled Job Club session.

- 4.9.2.4 Review the GN 6006, to confirm the duration of the required Job Club session. Contact the GSW immediately for any needed clarification.
- 4.9.2.5 Complete the CONTRACTOR portion on the GN 6006, retain the original for CONTRACTOR's records, and return a copy to the GSW within three (3) workdays from the date the GAIN participant starts a Job Club services activity. The GEARS screen MCAT needs to be updated within one work day. See GEARS procedures in **Sub-Section 4.10.2**.

4.10 NOTIFICATION OF CHANGES

4.10.1 The following applies to GAIN participants in Job Club:

Update GEARS screens IPCA and MCAT within one (1) workday of any change in circumstances that will affect the participants and/or their status in GAIN. Changes may include, but are not limited to, the following:

- 4.10.1.1 GAIN participant has completed his/her Job Club session which includes the Career Planning & Preparation Seminar activities.
- 4.10.1.2 GAIN participant accepts or refuses a job offer.
- 4.10.1.3 GSW reschedules the initial Job Club start date.
- 4.10.1.4 GAIN participant fails to appear for the start of Orientation or a Job Club session.
- 4.10.1.5 The Job Club services assignment is terminated by CONTRACTOR because GAIN participant fails to attend or make satisfactory progress in his/her Job Club activity.
- 4.10.1.6 CONTRACTOR drops GAIN participant from Job Club session due to two consecutive days of unexcused absences from Job Club.
- 4.10.1.7 GAIN participant requires Welfare-to-Work expenses, and additional support services, i.e., grants, loans, in-kind donations such as books, clothing, tools, etc., to obtain employment.

- 4.10.1.8 GAIN participant needs Specialized Supportive Services, including support for health issues in the home (family members that need care; Domestic Violence; Mental Health; drugs and alcohol) or needs a change in supportive services.
- 4.10.1.9 GAIN participant did not complete the Orientation/Job Club session activities due to being referred to a Specialized Supportive Service, such as; Domestic Violence, Mental Health, Substance Abuse.
- 4.10.1.10 CONTRACTOR recommends a change in the duration of the Job Club activity.
- 4.10.1.11 GAIN participant opts for Dual Track.
- 4.10.1.12 Any other change relevant to GAIN participant's GAIN and/or CalWORKs case.
- 4.10.1.13 GAIN participant is Limited-English Proficient (LEP) and would not benefit from Job Club activities as the first Welfare-to-Work Activity.
- 4.10.1.14 GAIN participant and CONTRACTOR agree that continuance of Job Club will not be beneficial as the first Welfare-to-Work activity.

4.10.2 GEARS Procedures

CONTRACTOR will be allowed limited access to the GAIN Employment Activities and Reporting System (GEARS), to increase the effectiveness of the exchange of information on the participation of GAIN participants.

Allowing CONTRACTOR access to GEARS will expedite the notice to the GSW that a participant has completed or was dropped from Job Club. The CONTRACTOR will complete the GN 6007 for participants that report employment or when a need for Supportive Services such as Mental Health, Substance Abuse or Domestic Violence is discovered.

CONTRACTOR Job Club staff is to update the GEARS computer to indicate if the participants who were referred to Orientation/Job Club showed, did not show, completed Job Club with employment, completed Job Club with no employment, or were dropped from Job Club.

4.10.2.1 To close Orientation/Job Club Component:

From the GEARS home page:

- Select the Participant Component Selection Screen (IPCA).
- From the IPCA screen, enter the participant's case number and correct Person Identification Digit (PID). This will display the participant's case information.
- From the IPCA screen, select the open JOB CLUB component. This will take you to the Participant Component Assignment Maintenance (MCAT) screen.
- **On the MCAT screen** go to the Referral Received Date section and enter the date the GN 6006 was received. If no GN 6006 was received, enter the Orientation/Job Club start date and hit enter.
- Add the Weekly Hours of Participation and Referral Result (there is a drop-down menu that can be accessed to select the reason), and the Actual Start Date.
- Press enter; print a copy of the screen to file in the participant's case record.

4.10.2.2 To close the Orientation/Job Club (OJC) component:

- From the MCAT screen, go to the Actual End Date section and enter the participant's last date of attendance to Job Club or date of completion.
- Scroll down to the Component End Result section and by using the drop-down menu, select the reason for closing the component and press Enter. If there is no code that describes end results, go to the comment section and write reason for closing the component.

4.10.2.3 If the Participant is a No Show for Job Club:

- Go to the Referral Results section and select **No Show** from the drop-down menu.
- Enter the Actual End Date information.

- Select No Show as the reason for closing the component.
- Press Enter and this will close the component.

NOTE: If the component is closed or updated for any other reasons, indicate on the comment section.

4.11 **JOB CLUB SERVICES FOR THE NE/NS POPULATION**

4.11.1 **Orientation**

Contractor Requirements

- A. Provide Orientation Services as the first day's designated activity of Job Club as required by COUNTY.
- B. Provide verbal and written instructions and materials, as required by COUNTY, to NE/NS GAIN participants in their appropriate language as requested by COUNTY.
- C. Inform participants of the following Job Club requirements: attendance, participation, cooperation, acceptable behavior, and timeliness of completing each activity.
- D. Perform, at a minimum, but not limited to, the **Orientation session activities** outlined in **Statement of Work, Section 4.0 Specific Tasks, Sub-Section 4.6.2.**
- E. Provide written instructions and materials in the form of flip charts and worksheets to enhance the verbal Orientation presentation.
- F. Provide a Feedback Sheet to each NE/NS GAIN participant for his/her evaluation and understanding of the session.

4.11.2 **Job Club**

4.11.2.1. Contractor Requirements

- A. Provide a **three-week Job Club activity** as specified in **Exhibit R.** Job Club shall consist of a one day Orientation session and a four-day Career Planning and Preparation Seminar (CPPS) conducted in a classroom format the first week; followed by a Job Club/Job Search activity ending with a Vocational Assessment completed on the last day

of the second week; and Supervised Job Search activity the third week

- B.** Provide verbal and written instructions and materials, as required by COUNTY, to NE/NS GAIN participants in their appropriate language as requested by COUNTY.
- C.** Permit Child Care Resource and Referral Program Providers to give a presentation on the child care eligibility and payment process during the first week of Job Club. Ensure presentations are provided in all languages.
- D.** Give special consideration for any specialized Supportive Services referrals such as Domestic Violence, Mental Health or Substance Abuse services, and allow the NE/NS GAIN participant to be excused from Job Club activities to access these services.
- E.** Provide each NE/NS GAIN participant with information on the COUNTY-developed Post-Employment Services.
- F.** Provide a Feedback Sheet to each NE/NS GAIN participant for his/her evaluation and understanding of the session.
- G.** Present the NE/NS GAIN participants with a Certificate of Completion in the Orientation and Job Club Program at the conclusion of the session.

4.11.2.2 Job Club Activities

- A.** First Week - Career Planning and Preparation Seminar (CPPS) focuses on:
 - Determining the NE/NS GAIN participants' skills, interest and abilities.
 - Teaching the "Work Pays" concept, showing how the CalWORKs working parent budget allows participants to financially benefit and emphasizing the advantages of a working

lifestyle which enhances one's self-esteem and confidence that will lead to self-sufficiency.

- Doing labor market research on job and career opportunities and educational requirements for those jobs and careers.
- Completing a career plan worksheet.

B. Second Week - Job Club consists of a half day classroom activity combined with initial targeted job search.

The classroom activity focuses on the following tasks, at a minimum, but not limited to:

- Completing a job application and writing a resume.
- Learning and practicing job interviewing skills.
- Learning job seeking and job development strategies.
- Attaining an understanding of work ethics, employer requirements and expectations.
- Learning to recognize sex discrimination and sexual harassment.
- Providing the NE/NS GAIN participant with information, resources, tools and skills to enable them to overcome barriers that hinders them in finding and keeping a job.

The initial Supervised Job Search shall be for a living-wage job in the primary interest area.

C. Vocational Assessment Services

At the end of the second week of Job Club, the NE/NS GAIN participant shall participate in Vocational Assessment Services (subject to changes upon agreement between COUNTY and CONTRACTOR).

CONTRACTOR's Job Club facilitator shall participate in the Vocational Assessment process as a member of the Assessment Team.

Based on participant's desires, career plan, assessment results and search efforts, the participant will be recommended to fulfill one of the following during the third week of job club:

- Part-time employment search combine with part-time education and/or training.
- Full-time employment search.
- Full-time education and/or training.

D. Third Week - Intense Supervised Job Search Activity.

Expand the job search for living-wage jobs in more than one area of interest, jobs that have promotion potential and will lead to a living-wage job, etc.

4.11.3 Service Methodology for Non-Threshold NE/NS GAIN Participants

- 4.11.3.1 CONTRACTOR shall ensure the NE/NS GAIN participants in both the threshold and non-threshold languages are provided similar Orientation and Job Club services.
- 4.11.3.2 The NE/NS model classes for the non-threshold NE/NS GAIN participants shall be held at four (4) strategically selected sites around Los Angeles County.
- 4.11.3.3 The classes shall be scheduled one (1) week before the class start date.
- 4.11.3.4 Registration for these classes would remain open until one (1) day prior to the scheduled class start date. During this period, CONTRACTOR shall obtain a translator, e.g., LACOE Instructional Aide, District Instructional Aide, college student, or DPSS GSW.

Note: CONTRACTOR to utilize DPSS staff to translate only if all other attempts to find other resources have been exhausted.

- 4.11.3.5 All current content, concepts, and outcomes of the GAIN model will be incorporated in the NE/NS model. At the end of the NE/NS model, all NE/NS GAIN participants will:
- A. Be encouraged to build and strengthen their English language skills.
 - B. Have a professional looking resume to be used during job search activities.
 - C. Have a professional looking master application to serve as a sample during job search activities and the procurement of additional services.
 - D. Have a completed “My Career Plan” highlighting the participants’:
 - Career goals with supporting labor market information.
 - Identified educational providers.
 - Identified interest areas.
 - Relevant work history.
 - Personal strengths, transferable skills and abilities.
 - Targeted job search possibilities.
 - E. Participate in Vocational Assessment and have his/her career plan reviewed by the Vocational Assessment Team.
 - F. Have an employment plan

4.11.4 Scheduling/Enrolling

- 4.11.4.1 Provide a three-week Job Club activity. The first week of Job Club shall consist of a one-day Orientation session and a four-day Career Planning and Preparation Seminar (CPPS) classroom activity. Job Club shall be scheduled based on the estimated number of sessions listed on the **NE/NS Job Readiness and Career Planning Services Program Chart, Exhibit R.**

- 4.11.4.2 Second week of Job Club shall consist of a half-day classroom activity combined with initial targeted Job Search. At the end of the second week, participants who do not become employed on the second week of Job Club must go through the Vocational Assessment on the last day of the second week to develop their employment plan, and continue Job Search.
- 4.11.4.3 The third week of Job Club includes classroom activity and supervised Job Search for living wage jobs that have potential to promote to a higher paying job.
- 4.11.4.4 Collect the GN 6006, Service Provider Form, from the NE/NS GAIN participant upon his/her arrival to the scheduled Job Club session. Update the GEARS MCAT screen, input the referral received date and enter the date CONTRACTOR received the GN 6006. If no GN 6006 was received, enter the Job Club session start date.
- 4.11.4.5 Complete the CONTRACTOR portion on the GN 6006, or make a copy of the GEARS MCAT screen for CONTRACTOR's records.
- 4.11.4.6 For non-threshold NE/NS participants, the CONTRACTOR's Reservation Unit clerk will receive a call from the GSW/CCM informing them to enroll a non-threshold NE/NS participant. The GSW/CCM will enroll the participant into one of the scheduled classes specifying the class location and date.

4.11.5 Notification of Change

Update the GEARS MCAT screen on the Actual End Date section and enter the participant's last date of attendance to Job Club or date of completion.

Scroll down to the Component End Result section and by using the drop-down menu select the reason for closing the component and press Enter. The GEARS MCAT screen should be updated no later than the next date of participant's activity completion.

4.12 JOB DEVELOPMENT

CONTRACTOR Requirements

- 4.12.1 Work with employers to identify and create a pool of jobs for GAIN participants. Job Development efforts shall target large, stable and/or

expanding occupations with an entry level wage at a living wage rate as defined in the County Ordinance, Chapter 2.201;

- 4.12.2** Maintenance of a referral system in which the needs and interests of GAIN participants are matched with the needs and interests of employers;
- 4.12.3** Meeting periodically with COUNTY/contracted GAIN case management staffs' job developers to network, share employment opportunities, develop employment placements, review effective job development processes and promote the common goal of GAIN which is participant employment and employment retention and advancement;
- 4.12.4** Support non-traditional jobs for GAIN participants;
- 4.12.5** Screen referrals to match employer needs;
- 4.12.6** Post job openings in CONTRACTOR and Regional GAIN offices; and
- 4.12.7** Hire GAIN participants.

4.13 FLEX (CONCURRENT) JOB CLUB/SEARCH

This activity is for GAIN participants assigned to the Orientation/Job Club who need a flexible Job Club/search due to attending another Welfare-to-Work activity, e.g., school or part-time work.

CONTRACTOR Requirements

Provide flexible part-time Job Club activities for GAIN participants identified on the GN 6006, Service Provider Referral, in a Self-Initiated Program/or another school program, working part-time or who have accepted Dual Track, if such services are compatible with participants' work/school schedule.

4.14 JOB OPENING INFORMATION

CONTRACTOR Requirements

Include primarily county-wide job openings that are appropriate to the needs and skill level of GAIN participants.

4.15 JOB PLACEMENT

Provide job placement services, i.e., direct job referrals, to all GAIN participants as part of the overall Job Club activity. Job referrals shall be provided to GAIN participants on an individualized basis. Job placement activities may include, but are not limited to, referring GAIN participants to jobs that are:

- A** Listed by employers with the State Employment Development Department;
- B** Developed independently by CONTRACTOR; and
- C** Developed by partnering agencies.

STATEMENT OF WORK

5.0 PERFORMANCE MEASURES

5.1 JOB PLACEMENT RATE

5.1.1 CONTRACTOR is expected to maintain a quarterly Job Placement Rate as follows:

30%	during Fiscal Year 2007-2008
32.5%	during Fiscal Year 2008-2009
35%	during Fiscal Year 2009-2010
37.5%	during Fiscal Year 2010-2011
40%	during Fiscal Year 2011-2012

5.1.2 If the Job Placement Rate falls below the above required percentage for a particular month or a particular GAIN Region, a Contract Discrepancy Report will be issued to the CONTRACTOR.

5.1.3 The Job Placement Rate is the Ratio of Job Placement Count to the Net Start Count (Job Club Session Count), each quarter, Countywide.

5.1.4 For the enhanced four-week Job Club, CONTRACTOR's "placement window" shall begin on regular GAIN participants' first day in the four-week Job Club session and end three weeks following the end date of the four-week Job Club session.

5.1.5 For the three-week Job Club, CONTRACTOR's "placement window" shall begin on NE/NS GAIN participants' first day in the three-week Job Club session and end three weeks following the end date of the three-week Job Club session.

5.1.6 CONTRACTOR may count each part-time employment of GAIN participants, with the exception of Flex and Dual Track GAIN participants, receiving services by CONTRACTOR in the month as equivalent to one-half of a full-time employment placement in order to avoid the assessment of liquidated damages.

5.1.7 CONTRACTOR may count the part-time employment acquired during the Job Club placement window of Flex or Dual Track participants as equivalent to a full-time placement.

5.1.8 Persons removed from Job Club at the request of the GAIN Services Worker will not be included in calculating the Job Placement Rate.

5.2 FISCAL PENALTY

To the extent that the CONTRACTOR's Job Placement Rate in a quarter falls below the above required percentage, **liquidated damages of up to 2.5%** of the CONTRACTOR's flat monthly fee for Job Club may be assessed.

5.3 PARTICIPATION RATE

The CONTRACTOR is also expected to maintain an overall acceptable Job Club Show Rate of at least 50% and a Job Club Completion Rate of at least 50% per quarter. If the Show Rate or the Completion Rate falls below the 50%, a **fiscal penalty of up to 2.5%** of the CONTRACTOR's flat monthly fee for Job Club may be assessed.

The Job Club Show Rate is the Ratio of the Show Count to the Referral (Schedule) Count, each quarter, Countywide.

The Job Club Completion Rate is the Ratio of the Completion Count to the Show Count, each quarter, Countywide.

TECHNICAL EXHIBIT 1
PERFORMANCE REQUIREMENTS SUMMARY

TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

1 INTRODUCTION

Technical Exhibit 1 lists the required services which will be monitored by the COUNTY during the term of this Contract. It indicates the required services, the Standards of Performance, the maximum deviation from Standard before service will be determined to be unsatisfactory, the COUNTY's preferred method of monitoring, and the deduction which may be made from Contract payment if the service is not satisfactorily provided.

All listings of "required service" or "Standard" used in this Performance Requirements Summary (**PRS**) are intended to be completely consistent with this Contract and **Exhibit A, Statement of Work**, and are not meant in any case to create, extend, revise, or expand any obligation of CONTRACTOR beyond that defined in this Contract and **Exhibit A**.

In any case of apparent inconsistency between required services or Standards as stated in the Contract and **Exhibit A** and this **PRS**, the meaning apparent in the Contract and **Exhibit A** will prevail. If any required service or Standard seems to be created in this **PRS** which is not clearly and forthrightly set forth in the Contract or **Exhibit A**, that apparent required service or Standard will be null and void and place no requirement on CONTRACTOR and will not be the basis of the assignment of any penalties.

The COUNTY expects a high Standard of CONTRACTOR performance. DPSS will work with the CONTRACTOR to resolve any areas of difficulty brought to the attention of the County Contract Administrator by the CONTRACTOR before the allowable deviation from acceptable Standard should occur. However, it is the CONTRACTOR's responsibility to provide the services set forth in the **Exhibit A**, Statement of Work, and summarized in the **PRS**.

2 PERFORMANCE REQUIREMENTS SUMMARY CHART

The **Performance Requirements Summary Chart (Technical Exhibit 1A)**:

- 2.1** Provides the Section or Paragraph where referenced (Column 1 of chart).
- 2.2** Defines the Standards of Performance for each required service (Column 2 of chart).

- 2.3 Shows the maximum allowable degree of deviation from perfect performance or Acceptable Quality Level (AQL) for each required service that is allowed before the COUNTY assesses liquidated damages (Column 3 of chart).
- 2.4 Indicates the method of monitoring the services (Column 4 of chart).
- 2.5 Indicates the penalties/fees to be assessed for exceeding the AQL, for each listed Contract requirement (Column 5 of chart). These may serve as baseline for assessing liquidated damages.

3 **QUALITY ASSURANCE**

Each month of service, the CONTRACTOR's performance will be compared to this Contract's Standards and AQL's using the Quality Assurance Monitoring Plan (QAMP). The COUNTY may use a variety of inspection methods to evaluate the CONTRACTOR's performance. The methods of monitoring that may be used are:

- 3.1 Random sampling [for random sample tables/methods to be used, refer to book entitled "Handbook of Sampling for Auditing and Accounting" (second edition) by Herbert Arkin];
- 3.2 One hundred percent inspection of items, such as reports and invoices, on a periodic basis (daily, weekly, monthly, quarterly, semi-annually or annually) as determined necessary to assure a sufficient evaluation of CONTRACTOR performance;
- 3.3 Review of reports and files maintained by the CONTRACTOR; and
- 3.4 On-site evaluations.

4 **CONTRACT DISCREPANCY REPORT (CDR)**

Performance of a required service is considered acceptable when the number of discrepancies found during contract monitoring procedures does not exceed the number of discrepancies allowed by the AQL.

When the performance is unacceptable, the CONTRACTOR shall be required to respond within ten (10) workdays, to a Contract Discrepancy Report (CDR). The CDR will require the CONTRACTOR to explain, in writing, the reasons for such unacceptable performance, how performance will be returned to an acceptable level, and how recurrence of the problem will be prevented. The County Contract Administrator (CCA) will evaluate the CONTRACTOR's explanation and determine if any financial penalties will be assessed. The CDR is at the end of this exhibit as **Technical Exhibit 2 (Contract Discrepancy Report)**.

5 **CRITERIA FOR ACCEPTABLE OR UNACCEPTABLE PERFORMANCE**

Determination of the Number of Defects that Renders a Service Unsatisfactory

The sample is selected at random so that it will be representative of the entire population. It is compared to the Standard, and conclusions are made about CONTRACTOR performance for the whole group. The random sampling plan includes the following information:

- 5.1 ***Acceptable Quality Level (AQL)*** - The maximum percent of defects that can be accepted and still meets this Contract's Standard for satisfactory performance;
- 5.2 ***Lot Size*** - the total number of units or services to be provided monthly;
- 5.3 ***Sample Size*** - the number of units or services to be checked for a given time period; and
- 5.4 ***Acceptance/Rejection Numbers*** - the numbers which indicate whether the lot is acceptable or unacceptable.

The AQL for each sampling is taken from the PRS. The lot size is determined by how often the CONTRACTOR will provide a service during the month. To ensure each service has an equal chance of being selected, a random number table is used to determine the sample.

6 **REMEDY OF DEFECTS**

Notwithstanding a finding of unsatisfactory service and assessment of Liquidated Damages, the CONTRACTOR must, within ten (10) workdays, remedy any and all defects in the provision of CONTRACTOR's services and, as deemed necessary by the CCA, perform such services again at an acceptable level.

7 **UNSATISFACTORY PERFORMANCE REMEDIES**

When the CONTRACTOR performance does not conform to the requirements of this Contract, the COUNTY will have the option to apply the following non-performance remedies:

- 7.1 Require CONTRACTOR to implement a formal corrective action plan, subject to approval by the COUNTY. In the plan, the CONTRACTOR must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.

- 7.2** Reduce payment to CONTRACTOR by a computed amount based on the liquidated damages in the PRS Chart.
- 7.3** Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- 7.4** Failure of the CONTRACTOR to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) workdays shall constitute authorization for the COUNTY to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the CONTRACTOR's failure to perform said service(s), as determined by the COUNTY, shall be credited to the COUNTY on the CONTRACTOR's future invoice. This section does not preclude the COUNTY's right to terminate any resultant contract upon thirty (30) days written notice with or without cause, as provided for in **Section 8.56, Termination for Convenience of the COUNTY.**

TECHNICAL EXHIBIT 1A
PERFORMANCE REQUIREMENTS SUMMARY CHART

PERFORMANCE REQUIREMENTS SUMMARY CHART

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
<p>Provide GAIN Program orientation training to public contact employees.</p> <p>Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.</p>	100% of public contact staff receives GAIN Program orientation within 30 calendar days after starting employment.	None	<p>On-Site Observation Random Sampling Review of MMR</p> <p>Review of Employee Training Folder</p>	\$500 per occurrence
<p>Ensure all direct service employees are trained on COUNTY-approved and/or CONTRACTOR-developed curriculum.</p> <p>Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.</p>	100% of CONTRACTOR staff is trained on approved curriculum prior to Contract start date within 30 calendar days after starting employment.	None	<p>On-Site Observation Random Sampling Review of MMR</p> <p>Review of Employee Training Folder</p>	\$500 per occurrence
<p>Ensure all direct service employees are trained on COUNTY's GOALS Program.</p> <p>Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.</p>	100% of CONTRACTOR staff is trained on GOALS Program within 30 calendar days after starting employment.	None	<p>On-Site Observation Random Sampling Review of MMR</p> <p>Review of Employee Training Folder</p>	\$500 per occurrence
<p>Provide Orientation to all new Contract employees working directly with GAIN participants.</p> <p>Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.</p>	100% of new CONTRACTOR staff working directly with GAIN participants receives Orientation within 30 calendar days after starting employment.	None	<p>On-Site Observation Random Sampling Review of MMR</p> <p>Review of Employee Training Folder</p>	\$500 per occurrence
<p>Provide a two-week quarterly in-service training for all new staff on the new Job Club model and report results on CONTRACTOR's MMR.</p> <p>Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.</p>	100% of new Contract staff is provided a two-week quarterly in-service on the new Job Club model and training results are reported on the MMR.	None	<p>On-Site Observation Random Sampling Review of MMR</p> <p>Review of Employee Training Folder</p>	\$500 per occurrence
<p>Provide a one-day orientation for new employees quarterly and report attendee names on MMR.</p> <p>Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.</p>	100% of all new Contract staff is provided a one-day orientation and the attendee names are reported on the MMR.	None	<p>On-Site Observation Random Sampling Review of MMR</p> <p>Review of Employee Training Folder</p>	\$500 per occurrence

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
Provide training workshops for direct services management and non-management staff during each Contract year. Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items, Sub-Section 3.3 - Training.	100% of all direct services management and non-management staff receive training workshops during each Contract year.	None	On-Site Observation Random Sampling Review of MMR Review of Employee Training Folder	\$500 per occurrence
Resolve systems problems. Exhibit A - Statement of Work: Section 4.0 - Specific Tasks, Sub-Section 4.5 - Reporting Tasks.	Resolve any CONTRACTOR system problems within five (5) workdays of discovery.	None	User Complaint Review of QC Plan Random Sampling Review of MMR On-Site Observation	2% of CONTRACTOR'S monthly flat fee per occurrence
Ensure that Confidentiality Agreements for all employees are on file. Contract: Part 8.0 – Standard Terms & Conditions, Section 8.18 - Confidentiality.	100% of all CONTRACTOR's staff has Confidentiality Agreements on file prior to employment start date.	None	On-Site Observation Random Sampling	\$500 per occurrence
Invoices are submitted to COUNTY timely. Contract: Part 5.0 - Contract Payment, Section 5.4 - Payment Processing.	All invoices are timely submitted within fifteen 15 calendar days after the service month.	One (1) business day	Management Review of Reports	\$500 per occurrence for late submission up to 29 days and an additional \$500 for each additional month late.
Reports are submitted to COUNTY timely. Exhibit A - Statement of Work: Section 4.0 - Specific Tasks, Sub-Section 4.5 - Reporting Tasks.	All reports are timely submitted by the fifteenth (15) calendar day of the following month in which the CONTRACTOR performed the activities as required by COUNTY.	One (1) business day	Management Review of Reports	\$500 per occurrence
Ensure that invoices and reports are complete and accurate. Contract: Part 5.0 - Contract Payment, Section 5.4 - Payment Processing.	All invoices and reports are complete and accurate.	None	Management Review of Reports	\$500 per occurrence
Investigate user complaints. Contract: Part 8.0 – Standard Terms & Conditions, Section 8.12 – Complaints.	Complaints are investigated per the COUNTY-approved plan for investigating complaints.	None	User Complaint Management Review of Responses to Complaints	\$500 per occurrence

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
Maintain a quality control system. Exhibit A - Statement of Work: Section 1.0 - General, Sub-Section 1.2 - Quality Control.	CONTRACTOR complies with COUNTY-approved quality control plan.	None	User Complaint Review of QC Plan Random Sampling Review of MMR On-Site Observation	2% of CONTRACTOR'S monthly flat fee per occurrence
Provide staff to discuss problems, attend meetings and provide participant records, as requested by COUNTY. Contract: Part 7.0 – Administration of Contract – Contractor, Section 7.1 – Contractor Manager.	Staff is available 100% of the time, as requested by COUNTY.	None	User Complaint	\$500 per occurrence
Comply with equal employment opportunity, nondiscrimination, and civil rights requirements. Contract: Part 8.0 – Standard Terms & Conditions, Section 8.9 - Civil Rights, Section 8.42 - Nondiscrimination in Employment.	CONTRACTOR is in compliance with equal employment opportunity, nondiscrimination, and civil rights requirements 100% of the time.	None	User Complaint On-Site Observation	\$500 per occurrence
Report all suspected child abuse, elder abuse and welfare fraud. Contract: Part 8.0 – Standard Terms & Conditions, Section 8.8 - Child Abuse/Elder Abuse Reporting/Fraud Reporting.	100% of the time suspected child abuse; elder abuse and welfare fraud is reported within the required time frame specified in the California Penal Code and California Welfare & Institution Code.	None	User Complaint Random Sampling	\$50 per occurrence Per day

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
Update and maintain GEARS or its replacement system inventory. Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items.	Inventory is updated and maintained according to County standard. Inventory updates shall be made within five (5) workdays after any change occurs in the data.	None	User Complaint	\$500 per occurrence
Provide the required Orientation direct and related services that are specifically outlined in the Statement of Work to GAIN participants in a timely manner and for the appropriate duration covering all curriculums, as required by COUNTY. Exhibit A - Statement of Work: Section 4.0 - Specific Tasks, Sub-Section 4.6 - Orientation Services.	100% of the time required Orientation services are performed and are provided timely.	None	User Complaint Random Sampling On-Site Observation Review of MMR	2% of CONTRACTOR'S monthly flat fee Per occurrence
Provide the required Job Club direct and related services that are specifically outlined in the Statement of Work to GAIN participants in a timely manner and for the appropriate duration covering all curriculums, as required by COUNTY. Exhibit A - Statement of Work: Section 4.0 - Specific Tasks, Sub-Section 4.7 - Job Club Services.	100% of the time required Job Club services are performed and are provided timely.	None	User Complaint Random Sampling On-Site Observation Review of MMR	2% of CONTRACTOR'S monthly flat fee Per occurrence

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
<p>Provide the required Job Club direct and related services that are specifically outlined in the Statement of Work to NE/NS GAIN participants in a timely manner and for the appropriate duration covering all COUNTY-approved curriculums, in GAIN regional sites designated by COUNTY and for the duration designated by COUNTY.</p> <p>Exhibit A - Statement of Work: Section 4.0 - Specific Tasks, Sub-Section 4.11 - Job Club Services for the NE/NS Population.</p>	<p>100% of the time required Job Club services are performed and are provided timely for the duration designated by COUNTY.</p>	None	<p>User Complaint Random Sampling On-Site Observation Review of MMR</p>	<p>2% of CONTRACTOR's monthly flat fee Per occurrence</p>
<p>Maintain participant records as required.</p> <p>Exhibit A - Statement of Work: Section 4.0 – Specific Tasks, Sub-Section 4.2 - Record Keeping.</p>	<p>Participant records are maintained in accordance with COUNTY requirements.</p>	None	<p>User Complaint Random Sampling</p>	<p>\$500 per occurrence</p>
<p>Perform all management tasks outlined in the Statement of Work and as requested by COUNTY.</p> <p>Exhibit A - Statement of Work: Section 4.0 – Specific Tasks, Sub-Section 4.1 - Contractor Management Services. Contract: Part 7.0 - Administration of Contract – Contractor, Section 7.1 - Contractor Manager.</p>	<p>100% of all management tasks are performed by CONTRACTOR as required.</p>	None	<p>User Complaint Random Sampling On-Site Observation Review of MMR</p>	<p>\$500 per occurrence</p>

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
<p>Ensure key management staff (Contract Manager/Alternate Contract Manager) are staffed as agreed upon and replaced when there is a vacancy.</p> <p>Exhibit A - Statement of Work: Section 4.0 – Specific Tasks, Sub-Section 4.1 - Contractor Management Services, Sub-Section 4.2 - Record Keeping. Contract: Part 7.0 - Administration of Contract – Contractor, Section 7.1 - Contractor Manager.</p>	100% of the time key management staff are provided as agreed and replaced within 30 calendar days of a vacancy.	None	User Complaint On-Site Observation	2% of CONTRACTOR'S monthly flat fee
<p>Provide staff levels as agreed upon for delivery of Orientation and Job Club services and ensure that vacancies are filled and do not negatively impact service delivery.</p> <p>Exhibit A - Statement of Work: Section 4.0 – Specific Tasks, Sub-Section 4.1 - Contractor Management Services, Sub-Section 4.2 - Record Keeping. Contract: Part 7.0 - Administration of Contract – Contractor, Section 7.1 - Contractor Manager.</p>	100% of the time services are staffed at agreed upon levels. In cases where staffing levels fall below the agreed upon level, staffing levels at the agreed upon level will be resumed within 30 calendar days, and there is no adverse impact on service delivery due to the reduction in staffing.	None	User Complaint On-Site Observation	2% of CONTRACTOR'S monthly flat fee
<p>Provide all direct services outlined in the Statement of Work during COUNTY's normal business hours, Monday through Friday, and Saturday as required by COUNTY.</p> <p>Exhibit A - Statement of Work: Section 1.0 - General, Sub-Section 1.7 - Hours of Operation.</p>	100% of direct services are performed by CONTRACTOR during the required hours of operation.	None	User Complaint Random Sampling On-Site Observation Review of MMR	2% of CONTRACTOR'S monthly flat fee

REQUIRED SERVICES	STANDARD	DEGREE OF DEVIATION ALLOWED (AQL)	METHOD OF MONITORING	LIQUIDATED DAMAGES
Provide insurance verification to the County Contract Administrator (CCA). Contract: Part 8.0 – Standard Terms & Conditions, Section 8.40 - Insurance Coverage Requirements.	Ensures that all insurance policies are current and meet insurance requirements.	None	User Complaint Random Sampling On-Site Observation	2% of CONTRACTOR'S monthly flat fee
Provide COUNTY with an inventory list of all COUNTY-furnished equipment, materials, etc. Maintains and updates list regularly throughout term of contract. Exhibit A - Statement of Work: Section 3.0 - Contractor Furnished Items.	Inventory list is provided to COUNTY as required and updated regularly.	None	User Complaint Random Sampling On-Site Observation Review of MMR	2% of CONTRACTOR'S monthly flat fee
Place participants into full-time employment that is expected to last for more than 30 days. Exhibit A - Statement of Work: Section 5.0 – Performance Measures.	A Full-Time Placement Rate as described in Sub-Section 5.1.1 of the Net total participants who start Job Club shall be placed into full-time employment.	None	COUNTY will reconcile CONTRACTOR's job placements to its job sessions and against County data.	2.5% of CONTRACTOR's flat monthly fee
Ensure that participants participate in Job Club sessions. Exhibit A - Statement of Work: Section 5.0 – Performance Measures.	A Job Club Show Rate of 50% of the total referred (scheduled) participants.	None	Review of MMR	2.5% of CONTRACTOR's flat monthly fee
Ensure that participants complete Job Club classes. Exhibit A - Statement of Work: Section 5.0 – Performance Measures.	A Job Club Completion Rate of 50% of the total participants who start Job Club.	None	Review of MMR	2.5% of CONTRACTOR's flat monthly fee

TECHNICAL EXHIBIT 2
CONTRACT DISCREPANCY REPORT

TECHNICAL EXHIBIT 2
CONTRACT DISCREPANCY REPORT

TO: _____

FROM: _____

DATE: _____

Prepared: _____

Returned by CONTRACTOR: _____

Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of CCA

Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contract Manager

Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of CCA

Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:

CCA's Signature and Date: _____

Contract Manager's Signature and Date: _____

TECHNICAL EXHIBIT 3
CONTRACTOR CIVIL RIGHTS
COMPLAINT ACTIVITY REPORT

TECHNICAL EXHIBIT 3**CONTRACTOR
CIVIL RIGHTS COMPLAINT ACTIVITY REPORT****MONTH :** _____**I. Identifying Information**_____
Name of Contractor_____
Contract ID Number_____
Address_____
Contact Person_____
Telephone Number**II. Source of New Complaints**

DPSS _____

GAIN Participant _____

Other: _____

Total Number Received: _____**III. Disposition****Number**

Carried over from prior month

Received during the month

Total on hand during month

Finalized during the month
(For Disposition, refer to Section IV)

Total on hand at the end of month:

Distribution: Original 3 copies to DPSS, Fourth copy kept on file by Contractor for 4 years

IV INVESTIGATION/COMPLAINT DISPOSITION

Date Received	Case Name	Case Number	Alleged Basis Of Discrimination	Employee Name	Corrective actions if any

TECHNICAL EXHIBIT 4
MONTHLY MANAGEMENT REPORT

TECHNICAL EXHIBIT 4

LOS ANGELES COUNTY OFFICE OF EDUCATION

MONTHLY MANAGEMENT REPORT

(SEE ATTACHED SAMPLE FOR REGULAR, NE/NS AND COMBINED MMR SUMMARY))

Contract: GAIN Job Readiness and Career Planning Services

Report Month: _____ Year: _____

TO: Los Angeles County Department of Public Social Services

FROM: LACOE GAIN Division

MMR SUMMARY

Enhanced Job Club/ Vocational Assessment

Los Angeles County Office Of Education

GAIN - Job Services

Monthly Management Report

Enhanced Job Club/ Vocational Assessment, July 2006

Breakdown into English and Spanish

Site	Referrals		Total Referrals	STARTS		Total Starts
	English	Spanish		English	Spanish	
Airport			0			0
Lancaster			0			0
Palmdale			0			0
Sta Clarita			0			0
Chatsworth			0			0
El Monte			0			0
E. Pomona			0			0
Downtown Expo			0			0
DLA			0			0
Carson			0			0
Downey			0			0
ELA			0			0
Burbank			0			0
TOTALS	0	0	0	0	0	0

Percentage Shows:

English	#DIV/0!
Spanish	#DIV/0!
Total	#DIV/0!

[illegible]

Los Angeles County Office Of Education

GAIN - Job Services

Monthly Management Report

Enhanced Job Club/ Vocational Assessment, July 2006

Site	Placements-Full Time Equivalent						Total Full Time	Total FT +Equivalent PT
	Part Time			Full Time				
	Regular	Flex	Dual Trk	Regular	Flex	Dual Trk		
Airport							0	0
Lancaster							0	0
Palmdale							0	0
Sta Clarita							0	0
Chatsworth							0	0
El Monte							0	0
E. Pomona							0	0
Downtown Expo							0	0
DLA							0	0
Carson							0	0
Downey							0	0
ELA							0	0
Burbank							0	0
TOTALS	0	0	0	0	0	0	0	0

PLACEMENT RATES:

FULL TIME ONLY

#DIV/0!

FULL TIME & PT EQUIVALENTS

#DIV/0!

Los Angeles County Office of Education

GAIN - Job Services

Monthly Management Report Enhanced Job Club/ Vocational Assessment, July 2006

Site	English Placement Count						
	Part Time			Total		Full Time	
	Regular	Flex	Dual Trk	P. T.	Regular	Flex	Dual Trk
Airport				0			
Lancaster				0			
Palmdale				0			
Sta Clarita				0			
Chatsworth				0			
El Monte				0			
E. Pomona				0			
Downtown Expo				0			
DLA				0			
Carson				0			
Downey				0			
ELA				0			
Burbank				0			
TOTALS	0	0	0	0	0	0	0

FULL TIME COUNTS **0**

PART TIME COUNTS **0**

Los Angeles County Office of Education

GAIN - Job Services

Monthly Management Report
Enhanced Job Club/ Vocational Assessment, July 2006

Site	Spanish Placement Count							
	Part Time				Full Time			
	Regular	Flex	Dual Trk	Total P.T.	Regular	Flex	Dual Trk	Total F.T.
Airport				0				0
Lancaster				0				0
Palmdale				0				0
Sta Clarita				0				0
Chatsworth				0				0
El Monte				0				0
E. Pomona				0				0
Downtown Expo				0				0
DLA				0				0
Carson				0				0
Downey				0				0
ELA				0				0
Burbank				0				0
TOTALS	0	0	0	0	0	0	0	0

FULL TIME COUNTS **0**

PART TIME COUNTS **0**

Breakdown of Supportive Services Transferred Out Participants By Category July 2006

Site	TRANSFERRED OUT CATEGORY						Total
	A	B	C	D	E	H	
AIR							0
CHA							0
LAN							0
PLM							0
SCL							0
ELM							0
EPM							0
DEX							0
DLA							0
CAR							0
DOW							0
ELA							0
BNK							0
Total	0	0	0	0	0	0	0

A Limited English Proficient
 B Mental Health
 C Drug and Substance Abuse
 D Domestic Violence
 E Other Not Classified above

H No Child Care

STARTS

EJC/VA STARTS - SORTED BY LAST NAME

Start Date	Region	Site	Last Name	First Name	Case No.	Dual Track	Ref Out	Drop	Type

TOTAL

List of English Participants

**EJC/VA STARTS - SORTED BY LAST NAME
ENGLISH ONLY**

Start Date	Region	Site	Last Name	First Name	Case No.	Dual Track	Ref Out	Drop	Type

TOTAL

List of Spanish Participants

**EJC/VA STARTS - SORTED BY LAST NAME
SPANISH ONLY**

Start Date	Region	Site	Last Name	First Name	Case No.	Dual Track	Ref Out	Drop	Type

TOTAL

FULL-TIME PLACEMENTS

EJC/VA F.T. PLACEMENTS - SORTED BY LAST NAME

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot	DT	Type

TOTAL

PART-TIME PLACEMENTS

EJC/VA P.T. PLACEMENTS - SORTED BY LAST NAME

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT
Type

--	--	--

TOTAL

FULL-TIME ENGLISH PLACEMENTS COUNT

**EJC/VA F.T. PLACEMENTS - SORTED BY LAST NAME
ENGLISH ONLY**

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT	Type
----	------

--	--	--

TOTAL

PART-TIME ENGLISH PLACEMENTS COUNT

**EJC/VA P.T. PLACEMENTS - SORTED BY LAST NAME
ENGLISH ONLY**

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT	Type
----	------

--	--	--

TOTAL

FULL-TIME SPANISH PLACEMENTS COUNT

EJC/VA F.T. PLACEMENTS - SORTED BY LAST NAME
SPANISH ONLY

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT	Type

--	--	--

TOTAL

PART-TIME SPANISH PLACEMENTS COUNT

EJC/VA P.T. PLACEMENTS - SORTED BY LAST NAME
SPANISH ONLY

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT	Type

TOTAL

Vocational Assessment Summary

Vocational Assessment Summary Statistics

July 2006

Site Code	Scheduled for Voc Assmt	Showed at Voc Assmt	% of Sched	# of Placements			% of Assessed
				FT	PT	Total	
AIR			#DIV/0!			0	#DIV/0!
CHA			#DIV/0!			0	#DIV/0!
LAN			#DIV/0!			0	#DIV/0!
PLM			#DIV/0!			0	#DIV/0!
SCL			#DIV/0!			0	#DIV/0!
ELM			#DIV/0!			0	#DIV/0!
EPM			#DIV/0!			0	#DIV/0!
DEX			#DIV/0!			0	#DIV/0!
DLA			#DIV/0!			0	#DIV/0!
CAR			#DIV/0!			0	#DIV/0!
DOW			#DIV/0!			0	#DIV/0!
ELA			#DIV/0!			0	#DIV/0!
BNK			#DIV/0!			0	#DIV/0!
Total	0	0	#DIV/0!	0	0	0	#DIV/0!

[illegible]

Vocational Assessment Summary Statistics as a Percentage of Starts July 2006

Statistics for Vocationally Assessed Participants										
Site Code	Job Club Starts	Showed at Voc Assmt	% of Starts	# of Placements			School		Training	
				FT	PT	Total	# Enrolled	% of Starts	# Enrolled	% of Starts
AIR		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
CHA		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
LAN		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
PLM		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
SCL		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
ELM		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
EPM		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
DEX		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
DLA		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
CAR		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
DOW		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
ELA		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
BNK		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
Total	0	0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!

Vocational Assessment List of Scheduled and Showing Participants

VOCATIONAL ASSESSMENT NENS PARTICIPANTS SCHEDULED AND SHOWS - SORTED BY SITE

Start Date	Region	Site	Last Name	First Name	Case No.	Date Sched	Date Show	V A No Show Reason	V A Code
------------	--------	------	-----------	------------	----------	------------	-----------	--------------------	----------

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TOTAL

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Vocational Assessment List of Placed Participants

VOCATIONAL ASSESSMENT PARTICIPANT PLACEMENTS - SORTED BY SITE

Start Date	Region	Last Name	First Name	Case No.	Employed	Hours	School Info		Training Info		VA Show Date
							Enroll Date	Hours	Traing Date	Hours	

TOTAL

**Prior Month MMR
Adjusted for
Post Placements**

Los Angeles County Office Of Education

GAIN - Job Services

Monthly Management Report

Enhanced Job Club/ Vocational Assessment, June 2006 Final

Site	Placements-Full Time Equivalent						Total Full Time	Total FT +Equivalent PT
	Part Time			Full Time				
	Regular	Flex	Dual Trk	Regular	Flex	Dual Trk		
Airport							0	0
Lancaster							0	0
Palmdale							0	0
Sta Clarita							0	0
Chatsworth							0	0
El Monte							0	0
E. Pomona							0	0
Downtown Expo							0	0
DLA							0	0
Carson							0	0
Downey							0	0
ELA							0	0
Burbank							0	0
TOTALS	0	0	0	0	0	0	0	0

PLACEMENT RATES:

FULL TIME ONLY

#DIV/0!

FULL TIME & PT EQUIVALENTS

#DIV/0!

[illegible]

Los Angeles County Office of Education

Monthly Management Report

Enhanced Job Club/ Vocational Assessment Post Placements, June 2006
Final

Site	Post Placements						Total Full Time	Total
	Part Time			Full Time				
	Regular	Flex	Dual Trk	Regular	Flex	Dual Trk		
Airport							0	0
Lancaster							0	0
Palmdale							0	0
Sta Clarita							0	0
Chatsworth							0	0
El Monte							0	0
E. Pomona							0	0
DEX							0	0
DLA							0	0
Carson							0	0
Downey							0	0
ELA							0	0
Burbank							0	0
TOTALS	0	0	0	0	0	0	0	0

FULL TIME PLACEMENTS #DIV/0!

FULL & PART TIME PLACEMENTS #DIV/0!

Region: 1 Site: AIR
Date Submitted: --/--/---/2006

Supervisor's Signature _____

Date: _____

Page 2 - Post Placement School Information

Region 1 Site AIR

[illegible]

Post Placement June 2006 Starts

Page 3 - Post Placement Training Information

Region 1

Site ALR[illegible]

Average Wage Summary

Average Wage Profile by Site July 2006

Site	Average by Wage Type*					
	Below Liv. Wage		Liv. Wage w/o Ben		Liv. Wage w/ Ben	
	#	\$/Hr	#	\$/Hr	#	\$/Hr
Airport						
Lancaster						
Palmdale						
Sta Clarita						
Chatsworth						
El Monte						
E. Pomona						
Downtown Expo						
DLA						
Carson						
Downey						
ELA						
Burbank						
TOTALS	#DIV/0!		#DIV/0!		#DIV/0!	

* Based on FT Placements.

Average All Sites: #DIV/0!

Percent by Wage Type:

Below Liv. Wage	0	#DIV/0!
Liv. Wage w/o Ben	0	#DIV/0!
Liv. Wage w/ Ben	0	#DIV/0!
		#DIV/0!

Below Living Wage List

**Average Wage Rate By Site
Below Living Wage**

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Wage Rate	Type

TOTAL

All Site Average Wage Rate

Living Wage With Benefits List

Average Wage Rate by Site
Living Wage with Benefits

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Wage Rate	Type

TOTAL

All Site Average Wage Rate

Living Wage Without Benefits List

**Average Wage Rate by Site
Living Wage w/o Benefits**

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Wage Rate	Type

TOTAL

All Site Average Wage Rate

NENS MMR SUMMARY

NENS

Los Angeles County Office Of Education

GAIN - Job Services

Monthly Management Report

NENS Job Club/ Vocational Assessment, July 2006

Site	Placements-Full Time Equivalent						Total Full Time	Total FT +Equivalent PT
	Part Time			Full Time				
	Regular	Flex	Dual Trk	Regular	Flex	Dual Trk		
Airport							0	0
Lancaster							0	0
Palmdale							0	0
Sta Clarita							0	0
Chatsworth							0	0
El Monte							0	0
E. Pomona							0	0
Downtown Expo							0	0
DLA							0	0
Carson							0	0
Downey							0	0
ELA							0	0
Burbank							0	0
TOTALS	0	0	0	0	0	0	0	0

PLACEMENT RATES:

FULL TIME ONLY	0%
FULL TIME & PT EQUIVALENTS	0%

GAIN - Job Services

Non-English Non-Spanish Component, July 2006

Los Angeles County Office Of Education
GAIN - Job Services
Monthly Management Report
Enhanced Job Club/ Vocational Assessment, July 2006
Breakdown into Threshold and Non-Threshold

Site	Referrals		Total Referrals	STARTS		Total Starts
	Threshold	NT		Threshold	NT	
Airport			0			0
Lancaster			0			0
Palmdale			0			0
Sta Clarita			0			0
Chatsworth			0			0
El Monte			0			0
E. Pomona			0			0
Downtown Expo			0			0
DLA			0			0
Carson			0			0
Downey			0			0
ELA			0			0
Burbank			0			0
TOTALS	0	0	0	0	0	0

Percentage Shows:

Threshold	#DIV/0!
NT	#DIV/0!
Total	#DIV/0!

Breakdown of Supportive Services Transferred Out NENS Participants By Category July 2006

Site	TRANSFERRED OUT CATEGORY						Total
	A	B	C	D	E	H	
AIR							0
CHA							0
LAN							0
PLM							0
SCL							0
ELM							0
EPM							0
DEX							0
DLA							0
CAR							0
DOW							0
ELA							0
BNK							0
Total	0	0	0	0	0	0	0

- A Limited English Proficient
- B Mental Health
- C Drug and Substance Abuse
- D Domestic Violence
- E Other Not Classified above

H No Child Care

NENS Wage Summary

NENS Average Wage Profile by Site

July 2006

Site	NENS Average by Wage Type*					
	Below Liv. Wage		Liv. Wage w/o Ben		Liv. Wage w/ Ben	
	#	\$/Hr	#	\$/Hr	#	\$/Hr
Airport						
Lancaster						
Palmdale						
Sta Clarita						
Chatsworth						
El Monte						
E. Pomona						
Downtown Expo						
DLA						
Carson						
Downey						
ELA						
Burbank						
TOTALS	#DIV/0!		#DIV/0!		#DIV/0!	

* Based on FT Placements.

Average All Sites:

#DIV/0!

Percent by Wage Type:

Below Liv Wage	0%	#DIV/0!
Liv Wage w/o Ben	0%	#DIV/0!
Liv Wage w/ Ben	0%	#DIV/0!
Average All Sites	0%	#DIV/0!

NENS STARTS

ALL NENS STARTS - SORTED BY LAST NAME

Start Date	Region	Site	Last Name	First Name	Case No.	Dual Track	Ref Out	Drop	Type

TOTAL

**NENS Prior Month MMR
Adjusted for Post
Placements
Summary**

Los Angeles County Office Of Education
GAIN - Job Services
Monthly Management Report
NENS, June 2006 Final

Site	Placements-Full Time Equivalent						Total Full Time	Total FT +Equivalent PT
	Part Time			Full Time				
	Regular	Flex	Dual Trk	Regular	Flex	Dual Trk		
Airport							0	0
Lancaster							0	0
Palmdale							0	0
Sta Clarita							0	0
Chatsworth							0	0
El Monte							0	0
E. Pomona							0	0
Downtown Expo							0	0
DLA							0	0
Carson							0	0
Downey							0	0
ELA							0	0
Burbank							0	0
TOTALS	0	0	0	0	0	0	0	0

PLACEMENT RATES:
FULL TIME ONLY #DIV/0!
FULL TIME & PT EQUIVALENTS #DIV/0!

Los Angeles County Office Of Education

GAIN - Job Services

Monthly Management Report

NENS, June 2006 Final

[illegible]

Los Angeles County Office of Education
Monthly Management Report
NENS Post Placements, June 2006
Final

Site	Post Placements						Total Full Time	Total
	Part Time			Full Time				
	Regular	Flex	Dual Trk	Regular	Flex	Dual Trk		
Airport							0	0
Lancaster							0	0
Palmdale							0	0
Sta Clarita							0	0
Chatsworth							0	0
El Monte							0	0
E. Pomona							0	0
DEX							0	0
DLA							0	0
Carson							0	0
Downey							0	0
ELA							0	0
Burbank							0	0
TOTALS	0	0	0	0	0	0	0	0

FULL TIME PLACEMENTS	#DIV/0!
FULL & PART TIME PLACEMENTS	#DIV/0!

[illegible]

NENS FULL-TIME PLACEMENTS

NENS F.T. PLACEMENTS - SORTED BY LAST NAME

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT	Type

TOTAL

NENS PART-TIME PLACEMENTS

NENS P.T. PLACEMENTS - SORTED BY LAST NAME

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Hrs Tot

DT	Type
----	------

--	--	--

TOTAL

**NENS List of Threshold
and Non-Threshold
Participants**

NENS STARTS - SORTED BY LAST NAME
Threshold ONLY

Start Date	Region	Site	Last Name	First Name	Case No.	Dual Track	Ref Out	Drop	Type

TOTAL

NENS STARTS - SORTED BY LAST NAME
Non- Threshold ONLY

Start Date	Region	Site	Last Name	First Name	Case No.	Dual Track	Ref Out	Drop	Type

TOTAL

NENS Voc Assessment Summary

Vocational Assessment Summary Statistics

NENS July 2006

Site Code	Scheduled for Voc Assmt	Showed at Voc Assmt	% of Sched	# of Placements			% of Assessed
				FT	PT	Total	
AIR			#DIV/0!			0	#DIV/0!
CHA			#DIV/0!			0	#DIV/0!
LAN			#DIV/0!			0	#DIV/0!
PLM			#DIV/0!			0	#DIV/0!
SCL			#DIV/0!			0	#DIV/0!
ELM			#DIV/0!			0	#DIV/0!
EPM			#DIV/0!			0	#DIV/0!
DEX			#DIV/0!			0	#DIV/0!
DLA			#DIV/0!			0	#DIV/0!
CAR			#DIV/0!			0	#DIV/0!
DOW			#DIV/0!			0	#DIV/0!
ELA			#DIV/0!			0	#DIV/0!
BNK			#DIV/0!			0	#DIV/0!
Total	0	0	#DIV/0!	0	20	0	#DIV/0!

[illegible]

Vocational Assessment Summary Statistics as a Percentage of Starts NENS July 2006

Statistics for Vocationally Assessed Participants										
Site Code	Job Club Starts	Showed at Voc Assmt	% of Starts	# of Placements			School		Training	
				FT	PT	Total	# Enrolled	% of Starts	# Enrolled	% of Starts
AIR		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
CHA		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
LAN		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
PLM		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
SCL		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
ELM		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
EPM		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
DEX		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
DLA		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
CAR		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
DOW		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
ELA		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
BNK		0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!
Total	0	0	#DIV/0!	0	0	0	0	#DIV/0!	0	#DIV/0!

Living Wage Without Benefits NENS List

Average Wage Rate by Site
Living Wage w/o Benefits

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Wage Rate	Type

TOTAL

All Site Average Wage Rate

Living Wage With Benefits NENS List

Average Wage Rate by Site
Living Wage with Benefits

Start Date	Region	Site	Last Name	First Name	Case No.	Employed	Hours	Wage Rate	Type

TOTAL

All Site Average Wage Rate

Below Living Wage NENS List

Average Wage Rate By Site Below Living Wage

Start Date

Site	Last Name	First Name	Case No.	Employed	Hours	Wage Rate	Type

TOTAL

All Site Average Wage Rate

**Combined MMR
Summary
(EJC/VA AND NENS)**

Los Angeles County Office Of Education
GAIN - Job Services
 Monthly Management Report
 Combined NENS and EJCVA July 2006

Site	Placements-Full Time Equivalent								Total Full Time	Total FT +Equivalent PT
	Part Time				Full Time					
	Regular	Flex	Dual Trk	NENS	Regular	Flex	Dual Trk	NENS		
Airport									0	0
Lancaster									0	0
Palmdale									0	0
Sta Clarita									0	0
Chatsworth									0	0
El Monte									0	0
E. Pomona									0	0
Downtown Expo									0	0
DLA									0	0
Carson									0	0
Downey									0	0
ELA									0	0
Burbank									0	0
TOTALS	0	0	0	0	0	0	0	0	0	0

PLACEMENT RATES:

FULL TIME ONLY
 FULL TIME & PT EQUIVALENTS

#DIV/0!
 #DIV/0!

Los Angeles County Office Of Education
GAIN - Job Services
Monthly Management Report
EJC/ VA and NENS
July 2006

Breakdown into English, Spanish, and NENS Languages

Site	REFERRALS				Total Referrals	STARTS				Total Starts
	English	Spanish	Thres-hold	Non-Thres		English	Spanish	Thres-hold	Non-Thres	
Airport					0					0
Lancaster					0					0
Palmdale					0					0
Sta Clarita					0					0
Chatsworth					0					0
El Monte					0					0
E. Pomona					0					0
Downtown Expo					0					0
DLA					0					0
Carson					0					0
Downey					0					0
ELA					0					0
Burbank					0					0
TOTALS	0	0	0	0	0	0	0	0	0	0

Percentage Shows:

English	#DIV/0!
Spanish	#DIV/0!
Thresh	#DIV/0!
NT	#DIV/0!
Total	#DIV/0!

Combined NENS and EJCVA, July 2006

[illegible]

Breakdown of Supportive Services Transferred Out Participants By Category July 2006

Site	TRANSFERRED OUT CATEGORY						Total
	A	B	C	D	E	H	
AIR							0
CHA							0
LAN							0
PLM							0
SCL							0
ELM							0
EPM							0
DEX							0
DLA							0
CAR							0
DOW							0
ELA							0
BNK							0
Total	0	0	0	0	0	0	0

A Limited English Proficient
 B Mental Health
 C Drug and Substance Abuse
 D Domestic Violence
 E Other Not Classified above

H No Child Care

Career Center Monthly Report

Career Center Report

There is none to report for this month. Counselor resigned during the period for this report. We will resume these reports as soon as our Counselor's replacement comes on board.

**SUPPORTIVE SERVICES
PRESENTATIONS
SUMMARY**

Job Club Supportive Services Presentations Summary

					Report Month Jul-06	
Region	Site	Domestic Violence	Substance Abuse	Mental Health	Children Sup- portive Svcs	Total for Site
1	AIR					0
2	CHA					0
2A	LAN					0
	PLM					0
	SCL					0
3	ELM					0
	EPM					0
4	DLA					0
	DEX					0
5	CAR					0
6	DOW					0
	ELA					0
7	BNK					0
	Total	0	0	0	0	0

**DEFERRED REFERRALS
GROUPED BY
REASON FOR DEFERRAL**

Deferred Referrals for Job Clubs

Reasons	Number Deferred
Child Care	104
Medical/Court Date	0
Transportation	27
Vacation	0
Declined Alternate Site	1
Requested by GSW	0
<i>Subtotal</i>	132
No Club Available	6
TOTAL	138

No Club Was Available

English	2
Spanish	1
Vietnamese	0
Cambodian	0
Armenian	0
Flex	3

**SUMMARY OF
PARTICIPANT EVALUATION
REPLIES**

SUMMARY OF PARTICIPANT EVALUATION REPLIES

FOR THE MONTH OF: XXXXXXXXXX

FACILITATORS (INSTRUCTORS)

1. I thought the Los Angeles County Office of Education facilitator(s) were professional and helpful.
2. I thought the facilitator(s) were well prepared and organized.

Summary of Participant Evaluation Replies	
Job Club/ Job Search	
Agree	Disagree
<div></div>	<div></div>
<div></div>	<div></div>

MATERIALS

3. I thought the classroom materials and the manner in which they were presented were effective.
4. I thought the facilitator(s) were well prepared and organized.

<div></div>	<div></div>
<div></div>	<div></div>

OVERALL PROCESS

5. The first two weeks of Job Services has helped me develop the necessary skills to find a job and plan a career.
6. I was able to address barriers to employment and obtain/access resources to overcome those barriers.
7. Listening to the support services presentation and meeting with the service providers, was of great benefit.
8. Overall job services has been a positive experience.

<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>

FACILITY

9. I thought the Job Services facility was neat, and organized; and the classroom environment was comfortable, motivating, and conducive to learning.

<div></div>	<div></div>
<div></div>	<div></div>

Total for all GAIN Sites

<div></div>	<div></div>
-------------	-------------

List of Dual Track One Stop and PIC Participants

JUL-06

TECHNICAL EXHIBIT 5
GAIN PARTICIPANT FEEDBACK SHEET



Los Angeles County Office of Education, GAIN Division
GAIN Orientation/Motivation Evaluation



The Los Angeles County Office of Education (LACOE) is contracted by the Department of Public Social Services (DPSS) to provide Orientation/Motivation and Job Services for the GAIN Program. Your comments will be forwarded to DPSS in an effort to evaluate if contract requirements are being met by LACOE.

Date _____ Orientation/Motivation Site _____

Facilitator _____

FACILITATORS (INSTRUCTORS)

Agree

Disagree

- | | | |
|---|--------------------------|--------------------------|
| 1. Did the LACOE Facilitator tell you that the purpose of GAIN is to help you get a job and become self-sufficient? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did the LACOE Facilitator explain why you are better off working than on welfare? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did today's program increase your belief that you can support your family without welfare? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you ready to participate in GAIN? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did a supportive services representative from child care conduct a presentation in your class? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If yes, was the information presented in a clear and concise manner? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did a supportive service representative discuss mental health, substance abuse, and domestic violence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If yes, was the information presented in a clear and concise manner? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Did the LACOE facilitator inform you that supportive services are available to you i.e.; child care, transportation, clothing, housing, emergency transportation, as well as mental health, substance abuse and domestic violence? | <input type="checkbox"/> | <input type="checkbox"/> |

OVERALL RANKING

☐ Very Good ☐ Good ☐ Fair ☐ Poor ☐ Very Poor

ADDITIONAL INFORMATION

My short term goals: _____

My long term goals: _____

Change self-talk from, "It's hard to find a job to support myself and my family," to: _____

My next step to getting a job is: _____

How will I use the ten keys in my life: _____

My affirmation for self-sufficiency is: _____

Comments: _____



Los Angeles County Office of Education, GAIN Division
Career Planning and Preparation Seminar/Job Club Evaluation



The Los Angeles County Office of Education (LACOE) is contracted by the Department of Public Social Services (DPSS) to provide Orientation/Motivation and Job Services for the GAIN Program. Your comments will be forwarded to DPSS in an effort to evaluate if contract requirements are being met by LACOE.

Job Club Site _____ Facilitator _____

	Agree	Disagree
FACILITATORS (INSTRUCTORS)		
I thought the Los Angeles County Office of Education facilitator(s) were professional and helpful.	<input type="checkbox"/>	<input type="checkbox"/>
I thought the facilitator(s) were well prepared and organized.	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS		
I thought the classroom materials, and the manner in which they were presented, were effective.	<input type="checkbox"/>	<input type="checkbox"/>
The Interest/Value Survey and the Occupational Research has helped me to set goals and plan for my career and education.	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL PROCESS		
The first two weeks of Job Services has helped me develop the necessary skills to find a job and plan a career.	<input type="checkbox"/>	<input type="checkbox"/>
I was able to address barriers to employment and obtain/ access resources to overcome those barriers.	<input type="checkbox"/>	<input type="checkbox"/>
Listening to the support services presentation and meeting with the service providers, was of great benefit.	<input type="checkbox"/>	<input type="checkbox"/>
Overall Job Services has been a positive experience.	<input type="checkbox"/>	<input type="checkbox"/>
FACILITY		
I thought the Job Services facility was neat and organized; and the classroom environment was comfortable, motivating, and conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>

Career Planning and Preparation Seminar/Job Club Evaluation

The Los Angeles County Office of Education (LACOE) is always seeking ways to deliver services more creatively and more efficiently. In an effort to continue to improve our program, your comments will provide valuable feedback as to whether or not we are meeting our goals. These additional comments will be forwarded to the LACOE GAIN Program supervisors and managers.

Job Club Site _____ **Facilitator** _____

ADDITIONAL INFORMATION

If you missed any days or time from CPPS/Job Club, what prevented you from attending? _____

Were you treated with courtesy and was your input valued? _____

Did the staff serve as positive role models for the program's requirement of dressing professionally and being on time? _____

How did the interest/value survey and the occupational research assist you in developing your career plan? _____

What did you like best about week one, Career Planning and Preparation Seminar? _____

How can week one, Career Planning and Preparation Seminar, be improved? _____

What did you like best about week two, Job Club? _____

How can week two, Job Club, be improved? _____

TECHNICAL EXHIBIT 6

LONG TERM FAMILY SELF-SUFFICIENCY PROJECT #1

TECHNICAL EXHIBIT 6

LONG TERM FAMILY SELF-SUFFICIENCY PROJECT #1

PROMOTING SELF-SUSTAINING EMPLOYMENT

The heart of family self-sufficiency involves earning a sufficient income to not be in poverty and not be dependent on government cash assistance. These proposals are based on the most current national Welfare-to-Work research literature and the Welfare-to-Work experience in Los Angeles County. They build on the success of the current GAIN Program, while embodying a more individualized approach to helping CalWORKs participants' secure self-sustaining employment.

1. Name of Service/Activity: CalWORKs Welfare-to-Work Strategy

2. Lead County Agency: Public Social Services

3. Description: The current CalWORKs Welfare-to-Work Program is very successful in helping participants secure entry-level jobs; however, many participants have been unable to move up to self-sustaining employment. This proposal builds on the success of the current GAIN Program, while seeking to more effectively link pre-employment and post-employment services through a more individualized approach to the combination of work, education, and training.

A. Career Planning and Preparation Seminar

Following the one-day Orientation, participants would engage in a one-week Career Planning and Preparation Seminar for the purpose of developing a career goal which would guide the participant's initial job search and enrollment in any education/training in conjunction with employment. Various education and training providers, including Workforce Investment Boards, other Welfare-to-Work Grantees, Community Colleges, Adult Schools, and Regional Occupational Centers and Programs, would be available during the seminar to help participants develop a long-term path towards securing a career.

B. Enhanced Appraisal

During the Career Planning and Preparation Seminar, participants would engage in an appraisal of their interests and skills which would be combined with labor market information regarding available jobs and career opportunities to develop the participant's career goal and related job search strategy.

C. Targeted Initial Job Search

Participants would initially look for work which either pays a living wage, as defined in the County Code, and/or is in a targeted occupation/industry with documented potential to lead to living-wage employment. Targeted occupations/industries would include those identified through the “Strategic Information and Technical Assistance to Support Targeted Job Creation”, which is currently under development. Depending on the individual participant’s appraisal and career goal, this targeted initial job search could include part-time employment coupled with education/training as well as full-time employment.

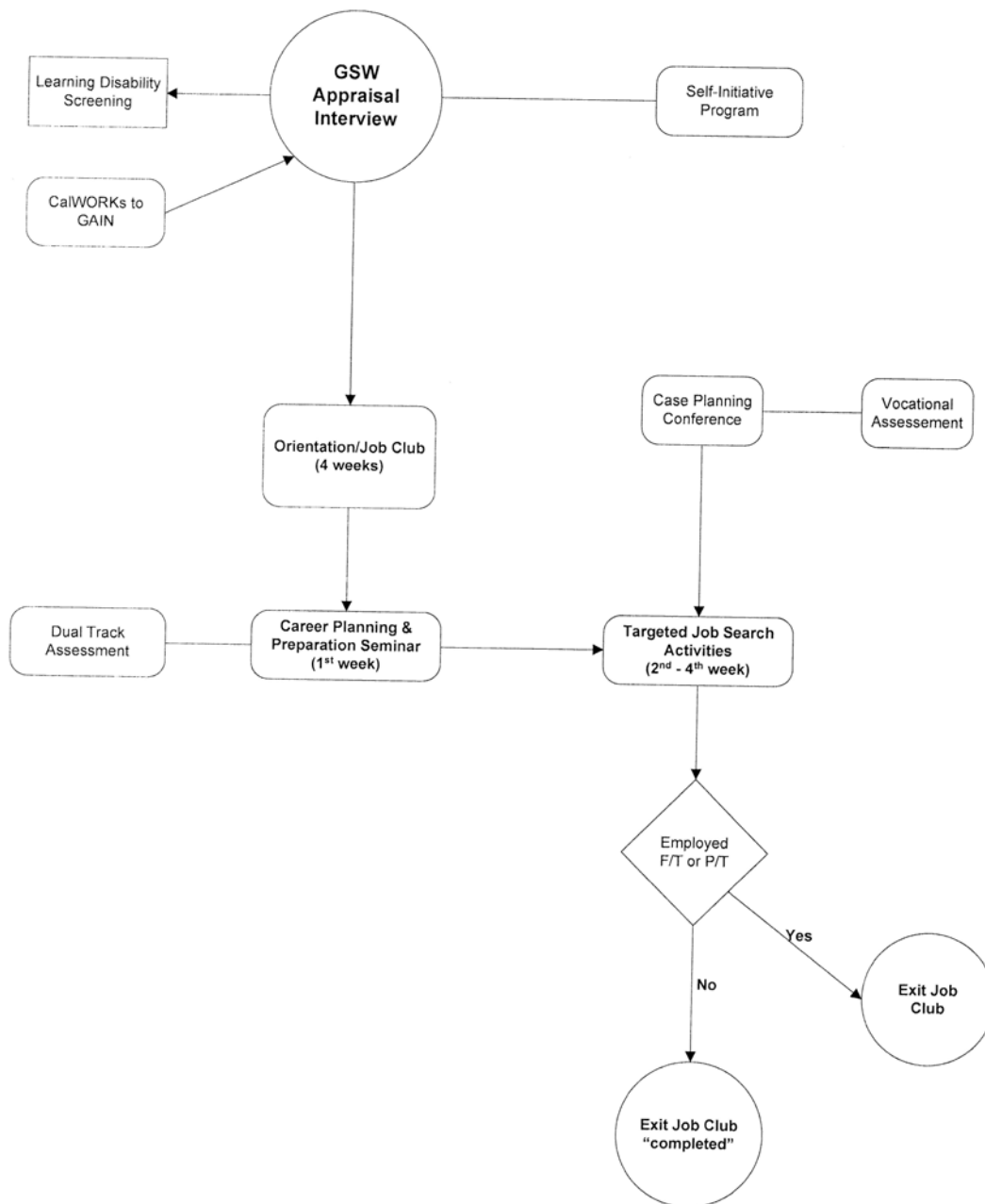
D. Part-time Work with Educational/Training

Pursuant to the individual participant’s career goal and generally following the “Targeted Initial Job Search” described above, many participants will be encouraged to look for part-time work to be combined with education/training. The appropriate education/training would be determined before the search for part-time employment, so that such part-time employment could be coordinated with education/training.

- | | |
|---------------------------------|---|
| 4 Outcome Area(s): | Economic Well-Being
Education & Workforce Readiness |
| 5 Measurable Indicators: | Adults employed by quarter
Annual income under Federal Poverty Level
% of family income used for housing
Adults educational attainment of high school diploma, GED, or eighth grade reading level
Adult participation in education or vocational training |
| 6 Provider: | Job Club CONTRACTOR |

TECHNICAL EXHIBIT 7
JOB READINESS & CAREER PLANNING SERVICES
FLOW CHART

Job Readiness & Career Planning Program Flow-Chart



TECHNICAL EXHIBIT 8
BREAKDOWN OF GAIN REGIONAL SERVICE AREAS BY CITY

TECHNICAL EXHIBIT 9
LITERACY SCREENING TOOLS

Includes the following forms:

- Instruction to Participants
 - Practice Application
 - Scoring Key

PRACTICE EMPLOYMENT APPLICATION

INSTRUCTIONS TO BE READ TO PARTICIPANTS

Write your name, and today's date, which is_____.

The GAIN Services Worker's number will be completed by the Community Activities Coordinator.

L.A. GAIN will give you lots of help to find a job. Although we haven't worked with most of you yet in completing job applications, we would like you to try out a little exercise for us. Don't think of this as a test, but as beginning practice in completing a job application.

For this exercise, pretend you are a job-seeker named Joyce or James Rodgers and you are being asked to fill out a practice job application form.

All of the information that you will need to complete the application is in the story. Use only this information to complete the practice job application.

If you want to change your response use the eraser, but make sure that your answer is written clearly.

If you have a problem completing the application for any reason, for example vision or reading problems, do the best you can anyway.

You will be asked to stop in 15 minutes.

Your Name_____

Date_____

GAIN Services Worker No._____

PRACTICE APPLICATION

My name is Joyce or James Rodgers. I live at 1320 Josephine Street in Los Angeles, California. My zip code is 90827 and my phone is (562) 232-5409. My Social Security Number is 925-45-8899 and my Driver's License Number is DA135790.

I have worked at the Johnson Steel Mill since July 19, 1989. The mill is located at 1200 Lynwood Road in Vernon, CA 91321. I graduated from Cougar High School in June, 1988. After I graduated from high school, I worked at the mill full-time as a loader for \$4.00 an hour. I received a promotion to a manager in 1992. Since then, I have supervised the shipping department. I am paid \$8.00 per hour.

I need to get another job because the mill is closing. I heard the Philip's Department Store is hiring managers. I want to earn at least \$10 per hour. I will be available to begin work in two weeks.

NAME (LAST, FIRST)	1	HOME TELEPHONE NUMBER	2	SOCIAL SECURITY NUMBER	7
ADDRESS (NUMBER, STREET)	3a	(CITY, STATE AND ZIP CODE)	3b	DRIVERS LICENSE No. OR CA. I.D. No.	8
POSITION DESIRED	5	SALARY DESIRED	6	DATE AVAILABLE FOR WORK (M/D/Y)	4

EXPERIENCE

NAME OF MOST RECENT EMPLOYER				9		
ADDRESS OF EMPLOYER (NUMBER, STREET)		10a	(CITY, STATE AND ZIP CODE)		10b	
STARTING POSITION			11	STARTING SALARY		12
LAST POSITION			13	LAST SALARY		14
DUTIES						15
DATES EMPLOYED (MONTH/DAY/YEAR)						
FROM		16	TO		17	
REASON FOR LEAVING						18

EDUCATION

SCHOOL	NAME	MONTH/YEAR GRADUATED
HIGH SCHOOL	19	20

LITERACY ASSESSMENT SCORING KEY

	POINTS
Participant's Name	0
Today's date.....	0
1. Rodgers, Joyce or James	5
2. (562) 232-5409.....	5
3a. 1320 Josephine Street	2.5
3b. Los Angeles, California 90827 (Calif. or CA.)	2.5
4. In two weeks.....	5
5. Manager	5
6. \$10.00	5
7. 925-45-8899.....	5
8. DA 135790	5
9. Johnson Steel Mill.....	5
10a. 1200 Lynwood Road	2.5
10b. Vernon CA. 91321.....	2.5
11. Loader	5
12. \$4.00 per hour.....	5
13. Manager	5
14. \$8.00 per hour.....	5
15. Supervise shipping	5
16. July 19, 1989.....	5
17. Present/now/current.....	5
18. Mill Closing.....	5
19. Cougar High School.....	5
20. June 1988	5

TECHNICAL EXHIBIT 10

REGIONAL GAIN OFFICES AND SUB-OFFICES

TECHNICAL EXHIBIT 10

REGIONAL GAIN OFFICES AND SUB-OFFICES

GAIN REGION I	West County * 5200 W. Century Blvd. Los Angeles, CA 90045	
GAIN REGION II	West San Fernando Valley * 21415 Plummer Street Chatsworth, CA 91311	
	Palmdale GAIN Sub-Office * 1050 E. Palmdale Blvd., Suite 204 Palmdale, CA 93550	Santa Clarita GAIN Sub-Office 27233 Camp Plenty Road Canyon Country, CA 91351
GAIN REGION III	San Gabriel Valley * 3216 Rosemead Blvd. El Monte, CA 91731	Pomona GAIN Sub-Office 2255 N. Garey Avenue Pomona, CA 91763
GAIN REGION IV	Central County * 3833 S. Vermont Ave. 3 rd Floor Los Angeles, CA 90037	Beverly GAIN Sub-Office 2910 West Beverly Blvd. Los Angeles, CA 90057
GAIN REGION V	South County 2959 Victoria Street Rancho Dominguez, CA 90221	
GAIN REGION VI	Southeast County 5460 Bandini Blvd. Bell, CA 90201	Southeast GAIN Sub-Office 5445 Whittier Blvd. Los Angeles, CA 90022
GAIN REGION VII	East San Fernando Valley * 3307 N. Glenoaks Blvd. Burbank, CA 91504	

* Indicates DPSS facility where space is provided for CONTRACTOR to provide Orientation and Job Club Services.

TECHNICAL EXHIBIT 11

SERVICE PROVIDER REFERRAL GN 6006

SERVICE PROVIDER REFERRAL

[]

GAIN REGIONAL OFFICE:	
PARTICIPANT NAME:	CASE NUMBER: 19 -
SOCIAL SECURITY #:	DATE: / /

[]

DEAR _____

YOU HAVE AN APPOINTMENT ON: _____ AT: _____ TO: _____

[] ENROLL IN _____

[] BEGIN JOB SERVICES _____

[] BEGIN YOUR VOCATIONAL ASSESSMENT _____

YOUR APPOINTMENT IS WITH: _____

LOCATED AT: _____

TAKE THIS FORM WITH YOU TO INTRODUCE YOU AND PROVIDE INFORMATION ABOUT YOU. ALSO, IF YOU HAVE PROOF OF YOUR SELECTIVE SERVICE REGISTRATION NUMBER, PLEASE TAKE IT WITH YOU.

IT IS IMPORTANT FOR YOU TO KEEP THIS APPOINTMENT. IF, FOR ANY REASON YOU CAN'T KEEP THIS APPOINTMENT, CONTACT ME IMMEDIATELY.

GAIN SERVICES WORKER:	FILE NO:	TELEPHONE NO: ()
-----------------------	----------	----------------------

INFORMATION FOR THE SERVICE PROVIDER

- SECTION A, ON THE SECOND PAGE OF THIS FORM, GIVES YOU INFORMATION ABOUT THIS GAIN PARTICIPANT
- SECTION B OR SECTION C, ON THE SECOND PAGE OF THIS FORM, IS TO BE COMPLETED BY YOU AND RETURNED BY YOU OR THE PARTICIPANT TO THE GAIN OFFICE LISTED ABOVE WITHIN EIGHT WORK DAYS OF ENROLLING IN YOUR PROGRAM.
- IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE GAIN SERVICE WORKER AT THE NUMBER LISTED ABOVE. THANK YOU FOR YOUR ASSISTANCE.

SECTION A - COMPLETED BY GSW			GAIN REGIONAL OFFICE:			GSW:	
PARTICIPANT NAME:			SOCIAL SECURITY NUMBER:			AFDC CASE NUMBER:	
RESIDENCE ADDRESS:				MAILING ADDRESS:			
TELEPHONE NUMBER:			BIRTH DATE:		SEX: [] M [] F		
PRIMARY LANGUAGE:				CITIZEN: [] YES [] NO LEGAL RIGHT TO WORK IN U.S.: [] YES [] NO			
CASAS TEST SCORES: MATH:_____ READING:_____				PARTICIPATION LIMITED TO 20 HOURS PER WEEK: []			
ADDITIONAL COMMENTS:							
I CERTIFY THAT THE ABOVE DATA HAS BEEN VERIFIED/DOCUMENTED BY AN EMPLOYEE OF THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES. THE DEPARTMENT CERTIFIES THAT THIS INDIVIDUAL HAS PROVIDED DOCUMENTATION THAT HE/SHE IS LEGALLY ENTITLED TO WORK IN THE U.S.							
GSW SIGNATURE:		DATE:		TELEPHONE:			
I AUTHORIZE THE EXCHANGE OF PERTINENT GAIN/AFDC INFORMATION BETWEEN DPSS, STATE, AND FEDERAL AGENCIES OR THEIR REPRESENTATIVES FOR MONITORING, HEARINGS AND OR AUDITING PURPOSES.							
GAIN PARTICIPANT SIGNATURE							
SECTION B - COMPLETED BY EDUCATION/TRAINING PROVIDER							
NAME OF SCHOOL/FACILITY:				SCHOOL FACILITY ADDRESS:			
[] NOT ACCEPTED BECAUSE:							
NAME OF PROGRAM:				DATE ENROLLED/REGISTERED:			
START DATE:		EXPECTED COMPLETION DATE:			HRS PER WEEK:		
SCHEDULE		CLASS HOURS (SHOW AM OR PM)					
SUBJECT	UNITS	MON	TUE	WED	THUR	FRI	SAT
PLEASE SPECIFY IF ANY OF THE FOLLOWING RESOURCES ARE AVAILABLE FROM YOUR FACILITY: [] CHILD CARE SOURCE/AMT: [] TRANSPORTATION: SOURCE/AMT: [] ANCILLARY EXPENSES (BOOKS, TOOLS, FEES, ETC.): SOURCE/AMT:							
PERSON COMPLETING THIS FORM:		POSITION:		TELEPHONE:		DATE:	

SECTION C - COMPLETED BY COE/JS OR VOCATIONAL ASSESSOR			
[] COE/JS OFFICE: _____		OR [] VOCATIONAL ASSESSOR: _____	
START DATE:		EXPECTED COMPLETION DATE:	
PERSON COMPLETING THIS FORM:		POSITION :	
TELEPHONE:		DATE:	

TECHNICAL EXHIBIT 12

NOTIFICATION OF CHANGE FROM SERVICE PROVIDER GN 6007

NOTIFICATION OF CHANGE FROM SERVICE PROVIDER

TO:	GAIN Services Worker:	File Number:	GAIN Regional Office/CalWORKs District Office:
	Address:		
FROM:	GAIN Services Provider:		Service Provider ID Number:
	Address:		
	Contact Person:	Telephone Number:	Date:
PARTICIPANT INFORMATION			
Participant Name:		Case Number:	Social Security Number:
Address:		GAIN Activity:	

SECTION A - ENROLLMENT DATE/GAIN ACTIVITY START DATE INFORMATION

- ☐ Enrollment date rescheduled to
☐ Activity start date rescheduled to
☐ Enrollment not completed. Explain:
 Rescheduled to
☐ Other enrollment/start date information

SECTION B - CHANGE IN CLASS/TRAINING/SERVICE SCHEDULE**CLASS/TRAINING/SERVICE HOURS**

<u>SUBJECT</u>	<u>UNITS/HOURS</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
		<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>
		<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>
		<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>
		<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>
		<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>	<u>am/pm</u>

SECTION C - ASSESSMENT INFORMATION

- ☐ Assessment appointment date rescheduled to
☐ Assessment not completed. Explain:
 Rescheduled to

SECTION D - EMPLOYMENT INFORMATION

- ☐ Participant obtained employment during the GAIN activity/course.
☐ Participant obtained employment following the completion of the GAIN activity/course.
☐ Participant refused job offer.

Employer Name: _____

Address: _____

Start Date: _____ Salary: \$ _____ Hours Per Week: _____

☐ SDI _____ ☐ FICA _____ ☐ Health Insurance: \$ _____/mo.

☐ Union Dues: \$ _____/mo. ☐ Retirement: \$ _____/mo.

☐ Other: _____ (specify type/amount)

SECTION E - COMPLETION/PROGRESS/ATTENDANCE INFORMATION

- ☐ Participant successfully completed GAIN activity/course/services on
☐ Activity/course/service completion date should be extended to
Explain:
☐ Participant not meeting attendance standards. Specify:
☐ Participant not satisfactorily progressing in activity/course/services. Explain:
☐ Recommend other GAIN activity/course/service. Explain:

SECTION F - SUPPORTIVE SERVICES NEEDS

- ☐ Participant needs assistance with: ☐ Child Care ☐ Transportation
☐ Personal Counseling. Explain:
☐ Work Related/Ancillary Expenses. Explain:

SECTION G - OTHER INFORMATION

- ☐ Participant now has available funding source from:
☐ ADA ☐ JTPA ☐ PELL Grant ☐ Other (specify)
☐ Other Information:

Services Provider/Representative

Position:

Date:

TECHNICAL EXHIBIT 13

CONTRACT MANAGER & ALTERNATE CONTRACT MANAGER

JOB DESCRIPTION

Director II - GAIN

DEFINITION

To plan, organize and direct the programs and projects in the Occupational Preparation Division, GAIN, Job Service program: plans, organizes and manages the development of strategic operational plans for career and vocational training in Los Angeles County; directs, manages and supervises the certificated and classified occupational preparation program staff; provides direction and monitors, reviews and audits program and project goals and objectives to ensure compliance with the program strategic plans; provides information, consultation, training and disseminates documentation and materials concerning the job service and job placement program and project components: plans, organizes and coordinates budget development planning and implements strategies to ensure budgetary compliance; plans, organizes and develops operational policies, guidelines and procedures; evaluates the effectiveness of new programs and projects; coordinates, monitors and reviews programs and project services with County, State and Federal agencies; and performs other related duties as assigned

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other classes in the following ways:

Requires specialized subject matter expertise in occupational and vocational education, as well as comprehensive, directly related and progressive, administrative and supervisory experience. Knowledge is applied to the administration and management of the GAIN, Job Service program's monetary and human resources within policy guidelines or research and evaluation concepts. Makes decisions and presents recommendations concerning critical and impacting educational and administrative operations. Under administrative direction, makes decisions of critical consequences, impacting the operations of programs and projects, and the development, revision and implementation of policies and operational procedures. Has supervisory responsibility for planning, assigning, reviewing and evaluating the quality and quantity of the work performed by GAIN, Job Service professionals, technical and clerical employees. Meets frequently with Los Angeles County, Department of Public Social Services, school district officials, State Department of Education, Federal compliance personnel, business advisory and community actions groups, independent service contractors, other policy makers and internal staff for the purpose of planning and directing activities, negotiating service contracts, and arriving at alternative solutions to program and project problems, issues and concerns.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Director III, Occupational Preparation.

Responsibilities include direct and indirect supervision of professional, technical and clerical personnel.

EXAMPLE OF DUTIES

Duties may include, but not be limited to the following:

Plans, organizes, directs, and administers the human and monetary resources of the Occupational Preparation Division, GAIN Job Services program and projects to ensure that aims, goals and objectives are accomplished within prescribed priorities, time limitations and funding.

Provides leadership in the internal and external professional staff in the design, development, administration of need assessments in determining occupational programs and projects.

Plans, coordinates and collaborates with local, county, state, and federal agencies in the development and implementation of the program and project operational policies and guidelines.

Negotiates, executes, monitors and reviews service and operational agreements and program and project funding budgets with the Los Angeles County, Department of Public Social Services, and other fund providers, and reviews, monitors, evaluates and approves major project expenditures.

Confers with professional, technical and clerical staff to outline program and project strategic plans, delegates areas of responsibility and establishes the scope of responsibility of the program and project operational managers.

Plans, organizes, administers and participates in staff development, in-services training programs and presentations pertaining to vocational and occupational training and job placement programs, restructuring planning, and future planning based on determined programmatic needs.

Reviews, monitors and audits program and project evaluation reports and takes action to modify and revise operational plans as necessary to accomplish the job service and placement mission.

Plans, organizes and develops management reports to communicate operational milestones and goal and objective result accomplishments.

Plans, organizes and directs research and development activities in the design and implementation of new and innovative job service and job placement program and project concepts, and future vocational and career educational programs and services.

Manages, directs, supervises and evaluates the performance of the program professional, technical, and clerical personnel to ensure compliance with Division policies and operational objectives.

Serves as liaison to local, county, state, and federal agencies in analyzing, interpreting and developing compliance strategies pertaining to job service and job placement program and project goals and results objectives.

Plans, organizes, manages and directs the coordination and planning of trainee guidance, trainee admission, attendance, transportation and trainee welfare issues and concerns.

Designs, develops and implements service and housing contract processes and procedures, and reviews and recommends the awarding of program and project service and housing contracts.

Plans, organizes, develops, and directs the implementation of strategies for securing program and project funding.

Promotes the job service and job placement program to industry personnel, service providers, community groups, legislators through public awareness programs and the distribution of printed promotional material.

QUALIFICATIONS

Knowledge of:

Principles, techniques, strategies, goals, and objects of public education, vocational education, occupational preparation and job training.

Principles practices, methods, and trends of organization and management of vocational education, occupational preparation and job placement programs and projects.

Federal, State and County laws, codes and regulations concerning vocational education, occupational preparation programs, job training and general educational processes.

Evaluation strategies and techniques for determining program and project service, and staff operational effectiveness.

Principles, practices, methods and techniques of budget preparation and fiscal administration.

Advanced techniques in research and development in vocational education and occupational preparation.

Personnel management principles and practices, including selection, training, supervision and performance appraisal.

State Department of Education vocational education plan and course approval requirements.

Human relations and conflict resolution strategies and team building principles and techniques.

Ability to:

Effectively plan, organize, and direct diverse vocational and occupational preparation and placement programs and services, and provide leadership in their application to user needs.

Analyze, assess, and interpret statistical and programmatic data and apply gained insight into program and project administration and supervision.

Develop, monitor and manage budget development, and prepare fiscal related management reports.

Analyze complex problems, develop solutions and make effective decisions.

Plan, organize, direct and participate in local, county, state, and federal meetings, workshops and conferences.

Effectively negotiate program and project objectives and evaluation criteria, and monitor and audit program and project outcomes in accordance with prescribed procedures, standards and guidelines.

Identify problem areas, and recommend and implement effective problem solutions.

Communicate effectively in oral and written form.

Establish and maintain effective working relationships.

Effectively and efficiently recruit, select, train, and evaluate subordinate personnel.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the job required knowledge and abilities would be:

Experience:

Seven or more years of comprehensive, directly, related and progressive experience, including four years of administrative experience in vocational education or job training and placement programs.

Education:

Equivalent to a Master's degree in education, vocational education or closely related field from an institution of higher learning accredited by one of the six regional accreditation associations as recognized by the Council on Post secondary Accreditation.

LICENSE OF CERTIFICATE

Possess and maintain a valid California Supervisory or Administrative credential.

Coordinator - In - Charge

DEFINITION

To coordinate and provide administrative, technical and functional supervision for specified programs; plan, organize, develop, recommend, supervise and evaluate programs, processes, and procedures; serve as a resource to program representatives; plan and implement programs in cooperation with district administrators and business and industry; provide support to educational agencies; serve as a liaison for special assignments; monitor and administer budgets for project/program; conduct studies and/or in services; monitor legislation which may impact project/program and provide interpretation and guidance; may serve as Acting Assistant Director/Director in the absence of the Assistant Director or Director, and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other classes in the following ways:

Requires specialized subject matter expertise in education, as well as comprehensive, directly related and progressive experience in the specified project area. Knowledge is applied to research, evaluation concepts, solutions, and recommendations concerning educational and administrative operations. Under administrative direction makes decisions of critical consequence, impacting the goals, organization and administration of educational programs and services for the program and/or office, implementation and revision of established policies and procedures. Provides administrative, technical and functional supervision of professional, technical and clerical personnel. Meets most frequently with superintendents, assistant superintendents, school district board members, State Department of Education, directors of curriculum, and other policy makers, as well as internal staff, for the purpose of planning and directing activities, implementing decisions, justifying and defending decisions, and negotiating or settling significant and/or controversial issues related to the specified program.

SUPERVISION RECEIVED AND EXERCISED

Administration is provided by an Assistant Director or higher level administrator.

Responsibilities includes administrative, technical and functional supervision of professional, technical and/or clerical personnel.

May serve as Acting Director in the absence of the Director.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

Provide needs assessment and curriculum development for new programs and sites.

Initiate curriculum and statistical approval process, evaluate potential programs and sites.

Confer with district administrators; implement, facilitate, direct and monitor programs and services.

Assist in the establishment of criteria and procedures designed to assess and evaluate the effectiveness of the program and services.

Assess needs of program; consult with associate agencies and recipients of service to improve program.

Prepare, administer, and coordinate budgets and expenditures for assigned project, program and/or services.

Recruit, screen, interview and recommend qualified staff; serve as resource for agency administration; provide information on conferences and workshops.

Monitor liaisons with other appropriate private or public agencies and organizations.

Confer with federal and state legislators; provide information and data; elicit legislative support.

Supervise educational program, staff and data collection staff; develop performance plans.

Negotiate contracts and agreements with private and public agencies; provide for consultation with and assistance to administrators.

Provide leadership in the interpretation and application of state and federal laws and regulations. As well as office policies and regulations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

California Education Code, California Administrative Code and policies, rules and regulations of the office.

Principles, practices, methods, and techniques applicable to the specified project.

Principles and practices of technical supervision and training.

Effective methods of staff development.

Appropriate methods of training, program planning, group facilitation and instructional techniques.

Public and private funding sources, funding acquisition procedures and expenditure regulations.

Effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing and contract administration.

Program assessment, design, and evaluation procedures.

Ability to:

Plan, develop and participate in a comprehensive training and on-going service program in specified program.

Effectively plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings.

Interpret and analyze current and proposed State and Federal legislation.

Plan and implement activities and procedures designed to ensure the completion of established goals and objectives.

Prepare informational packages and descriptive materials relating to specified program; distribute and explain program elements and services.

Develop, monitor and negotiate service contracts with outside professional and technical staff.

Identify program needs and alternatives; implement modifications and improvements as needed.

Assist in the administration of the program, including budget, personnel, purchasing, contract administration, and staff development.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships with a variety of individuals and groups.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would be likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five or more years of comprehensive, directly related and progressive experience including three years of administrative experience in the specified area.

Education:

Equivalent to a Master's degree in education or closely related field from an institution of higher learning accredited by one of the six regional accreditation associations and recognized by the Council on Post secondary Accreditation.

LICENSE OR CERTIFICATE

Possess and maintain a valid California Supervisory or Administrative credential.

EXHIBIT B
CONTRACTOR'S BUDGET

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB READINESS & CAREER PLANNING SERVICES - ORIENTATION SERVICES

CONTRACTOR: L.A. County Office of Education
CONTRACT PERIOD: 7/01/07 - 6/30/08
FISCAL YEAR: 2007 - 2008

CONTACT PERSON: Mary Williams
TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost	
Salaries and Benefits for Administrative Staff:			
	Salaries (from Personnel Schedule)	(a)	\$ 96,215
	Fringe Benefits (from Personnel Schedule)	(b)	26,904
Personnel Subtotal (line a+b)		(c)	<u>123,119</u>
ADMINISTRATIVE OPERATING COSTS		Monthly Cost	Yearly Cost
Office Supplies	\$ 277.17	\$ 3,326	
Non-Capitalized Equipment	166.67	2,000	
Mileage	50.00	600	
Maintenance - Equipment	41.67	500	
Copier	41.67	500	
Telephone	416.67	5,000	
Travel/Conferences	83.33	1,000	
Maintenance of Land & Building	83.33	1,000	
Operations Services	146.92	1,763	
Security Services	208.33	2,500	
Rent/Lease - Land & Building	1,000.00	12,000	
Office of Employee Relations	208.33	2,500	
FSSGC (Accounting)	1,166.67	14,000	
Operating Costs - Subtotal	\$ 3,890.76	(d)	<u>46,689</u>
		Percentage	Yearly Cost
INDIRECT COSTS (List approved %)			
	Indirect Cost - Subtotal	7.3%	(e) <u>2,396</u>
Total Administrative Cost (The sum of line c,d,e)		(f)	<u>152,195</u>

DIRECT SERVICES COSTS:

		Cost	
Salaries and Benefits for Staff Providing Direct Services:			
Salaries (from Personnel Schedule)	(g)	\$	776,811
Fringe Benefits (from Personnel Schedule)	(h)		320,683
Personnel Subtotal (line g+h)	(i)		<u>\$ 1,097,494</u>
DIRECT SERVICES OPERATING COSTS		Monthly Cost	Yearly Cost
Instructional Materials		\$ 145.83	\$ 1,750
Office Supplies		875.42	10,505
Mileage		368.67	4,400
Bulk Metered Postage		8.33	100
Reprographics		68.67	800
Copier		33.33	400
Incentives		5,833.33	70,000
Operating Costs - Subtotal		<u>\$ 7,329.58</u>	(j) <u>\$ 87,955</u>
Sub-Contracted costs (from Direct Service Provider Budget)			
Subcontractor 1			
Subcontractor 2			
Subcontractor 3			
Sub-Contract Costs - Subtotal			(k) <u>\$ 0</u>
		Percentage	Yearly Cost
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal		<u>7.3%</u>	(l) <u>\$ 56,539</u>
Total Direct Services Costs (line i,j,k,l)		(m)	

Total Contract Cost (line f+m)

(n)

\$ 1,454,191

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (ORIENTATION SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2007 - 6/30/2008
 FISCAL YEAR: 2007 - 2008

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	9,657	20.0000%	5,794.20	\$ 69,530
	Classified Administrator*	1	8,895	25.0000%	2,223.75	26,685
	Site Manager	9	6,612	17.7777%	10,579.15	126,950
	Employment Coaches	9	5,463	100.0000%	49,167.00	590,004
	Support Services Staff	3	3,837	43.3330%	4,988.06	59,857
	*Administrative Staff					
Total Salaries:						\$ 873,026

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Site Manager	Employment Coaches	Support Services Staff	(a)	TOTAL
Health Plan (3)	\$ 30,970.00	\$ 10,323.40	\$ 92,911.01	\$ 87,441.30	\$ 31,389.43		\$ 253,035
Dental Plan (Included in Health Plan)							
Retirement	28,681.55	13,319.20	85,064.38	73,614.13	17,237.02		217,916
SUI	173.85	53.36	357.08	294.98	69.07		948
Social Security and/or Medicare	5,041.00	8,165.72	48,702.25	45,131.27	10,567.67		117,608
Worker's Compensation	21,554.60	6,617.96	44,274.57	36,576.98	8,564.65		117,589
Long-Term Disability							
Holidays							
Sick Leave							
Vacation							
Life Insurance							
Fringe Benefits per Classification							
Fringe Benefit Subtotal	\$ 86,421.00	\$ 38,479.64	\$ 271,309.29	\$ 243,058.66	\$ 67,827.84		\$ 707,096
Total # of Positions by Classification	20.0000%	25.0000%	17.7777%	100.0000%	43.3330%		
Total Fringe Benefits (4):	\$ 17,284.20	\$ 9,619.91	\$ 48,232.55	\$ 243,058.66	\$ 29,391.84		\$ 347,587

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if California Plan
- (4) Fringe Benefit Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (Orientation Services)

Line Item	Amount/Unit	Description
Instructional Materials	\$1,750	Provide additional instructional material for client and staff use including additional worksheets and activities. Cost is based on prior years' expenditures for this program.
Office Supplies	\$13,831	Funds are required to provide office supplies to staff at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditures for this program.
Non-Capitalized Equipment	\$2,000	Funds are required to purchase equipment required by contract staff in the region and at LACOE Headquarters. Purchases may include computers, printers, and fax machines. LACOE GAIN will follow all guidelines and requirements related to equipment purchases outlined in the contract.
Mileage	\$5,000	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes mileage costs for staff located at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditure for this program.
Travel Conference	\$1,000	Funds are required to allow staff to attend conferences such as the annual CalWORKs conference and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Maintenance Equipment	\$500	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.
Reprographics	\$800	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$5,000	Funds are required for telephone service for contract staff located at LACOE Headquarters and for cell phone usage by Site Managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$100	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Justification
Copier	\$900	Funds are required for copier expenses incurred by contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Incentives	\$70,000	Funds are requested to provide gift certificates and other incentives to participants who complete Orientation. Three e-gift cards/vouchers will be provided at each Orientation session.
Building Operations	\$2,763	Funds are required for building maintenance expenses, operating services and operating supplies for contract staff located at LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Cost is based on prior years' expenditure for this program.
Security Services	\$2,500	Funds are required for security expenses for contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Rent/Lease-Land & Building	\$12,000	Funds are required for rent expenses for warehouse space and contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Office of Employee Relations	\$2,500	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$14,000	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$98,934	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (Orientation Services)

PROJECT NAME:	GAIN ORIENTATION SERVICES PROGRAM		
CONTRACTOR:	L. A. County Office of Education	CONTACT PERSON:	Mary Williams
CONTRACT PERIOD:	7/01/2007 - 6/30/2008	TELEPHONE NUMBER:	(562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				\$ -

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN ORIENTATION SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2007-2008

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer system, monitor	2	\$1,000.00	\$2,000.00
GRAND TOTAL				\$2,000.00

DPCS Review / Approval

Name: _____ Title: _____

Division/Section: _____ Date: _____

Justification Submitted: Yes ☐ No ☐

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN ORIENTATION SERVICES PROGRAM

Fiscal Year: 2007 - 2008

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

Computer systems for staff assigned to this program to prepare reports required by this contract.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB READINESS & CAREER PLANNING SERVICES - ORIENTATION SERVICES

CONTRACTOR: L.A. County Office of Education

CONTACT PERSON: Mary Williams

CONTRACT PERIOD: 7/01/08 - 6/30/09

TELEPHONE NUMBER: (562) 922-8610

FISCAL YEAR: 2008 - 2009

ADMINISTRATIVE COSTS:

Salaries and Benefits for Administrative Staff:

Salaries (from Personnel Schedule)	(a)	\$	97,661
Fringe Benefits (from Personnel Schedule)	(b)		27,308

Personnel Subtotal (line a+b)

(c) \$ 124,969

ADMINISTRATIVE OPERATING COSTS

Monthly Cost

Yearly Cost

Office Supplies	\$ 277.17	\$	3,326
Non-Capitalized Equipment	166.67		2,000
Mileage	50.00		600
Maintenance - Equipment	41.67		500
Copier	41.67		500
Telephone	416.67		5,000
Travel/Conferences	83.33		1,000
Maintenance of Land & Building	83.33		1,000
Operations Services	146.92		1,763
Security Services	208.33		2,500
Rent/Lease - Land & Building	1,000.00		12,000
Office of Employee Relations	208.33		2,500
FSSGC (Accounting)	1,166.67		14,000

Operating Costs - Subtotal

\$ 3,890.76 (d) \$ 46,689

INDIRECT COSTS (List approved %)

Percentage

Yearly Cost

Indirect Cost - Subtotal 7.3% (e) \$ 282,531

Total Administrative Cost (The sum of line c,d,e) (f)

\$ 184,189

DIRECT SERVICES COSTS:

Salaries and Benefits for Staff Providing Direct Services:

Salaries (from Personnel Schedule)	(g)	\$	788,457
Fringe Benefits (from Personnel Schedule)	(h)		325,493

Personnel Subtotal (line g+h)

(i) \$ 1,113,950

DIRECT SERVICES OPERATING COSTS

Monthly Cost

Yearly Cost

Instructional Materials	\$ 145.83	\$	1,750
Office Supplies	875.42		10,505
Mileage	366.67		4,400
Bulk Metered Postage	8.33		100
Reprographics	66.67		800
Copier	33.33		400
Incentives	5,833.33		70,000

Operating Costs - Subtotal

\$ 7,329.58 (j) \$ 87,955

Sub-Contracted costs (from Direct Service Provider Budget)

Subcontractor 1			
Subcontractor 2			
Subcontractor 3			

Sub-Contract Costs - Subtotal

(k) \$ 0

INDIRECT COSTS (List approved %)

Percentage

Yearly Cost

Indirect Cost - Subtotal 7.3% (l) \$ 64,207.39

Total Direct Services Costs (line i,j,k,l)

(m) \$ 1,289,644

Total Contract Cost (line f+m)

(n) \$ 1,473,833

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
- (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (ORIENTATION SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2008 - 6/30/2009
 FISCAL YEAR: 2008 - 2009

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	9,802	20.0000%	5,881.20	\$ 70,574
	Classified Administrator*	1	9,029	25.0000%	2,257.25	27,087
	Site Manager	9	6,711	17.7777%	10,737.55	128,851
	Employment Coaches	9	5,545	100.0000%	49,905.00	598,860
	Support Services Staff	3	3,894	43.3330%	5,062.16	60,746
	*Administrative Staff					
Total Salaries:						\$ 886,118

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION		Certificated Administrator	Classified Administrator	Site Manager	Employment Coaches	Support Services Staff	TOTAL
Health Plan (3)		\$ 31,434.90	\$ 10,478.32	\$ 94,305.11	\$ 88,752.60	\$ 31,860.15	\$ 256,831
Dental Plan (Included in Health Plan)							
Retirement		29,111.80	13,519.00	86,340.36	74,718.34	17,495.58	221,185
SUI		176.45	54.16	362.42	299.40	70.11	962
Social Security and/or Medicare		5,116.60	8,288.20	49,432.77	45,808.25	10,726.19	119,372
Worker's Compensation		21,877.95	6,717.24	44,938.66	37,125.64	8,693.12	119,353
Long-Term Disability							
Holidays							
Sick Leave							
Vacation							
Life Insurance							
Fringe Benefits per Classification							
Fringe Benefit Subtotal		\$ 87,717.70	\$ 39,056.92	\$ 275,379.32	\$ 246,704.23	\$ 68,845.15	\$ 717,703
Total # of Positions by Classification		20.0000%	25.0000%	17.7777%	100.0000%	43.3330%	
Total Fringe Benefits (4):		\$ 17,543.54	\$ 9,764.23	\$ 48,956.11	\$ 246,704.23	\$ 29,832.67	\$ 352,801

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if California Plan
- (4) Fringe Benefit Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (Orientation Services)

Line Item Description		
Instructional Materials	\$1,750	Provide additional instructional material for client and staff use including additional worksheets and activities. Cost is based on prior years' expenditures for this program.
Office Supplies	\$13,831	Funds are required to provide office supplies to staff at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditures for this program.
Non-Capitalized Equipment	\$2,000	Funds are required to purchase equipment required by contract staff in the region and at LACOE Headquarters. Purchases may include computers, printers, and fax machines. LACOE GAIN will follow all guidelines and requirements related to equipment purchases outlined in the contract.
Mileage	\$5,000	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes mileage costs for staff located at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditure for this program.
Travel Conference	\$1,000	Funds are required to allow staff to attend conferences such as the annual CalWORKs conference and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Maintenance Equipment	\$500	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.
Reprographics	\$800	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$5,000	Funds are required for telephone service for contract staff located at LACOE Headquarters and for cell phone usage by Site Managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$100	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Narrative/Justification
Copier	\$900	Funds are required for copier expenses incurred by contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Incentives	\$70,000	Funds are requested to provide gift certificates and other incentives to participants who complete Orientation. Three e-gift cards/vouchers will be provided at each Orientation session.
Building Operations	\$2,763	Funds are required for building maintenance expenses, operating services and operating supplies for contract staff located at LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Cost is based on prior years' expenditure for this program.
Security Services	\$2,500	Funds are required for security expenses for contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Rent/Lease-Land & Building	\$12,000	Funds are required for rent expenses for warehouse space and contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Office of Employee Relations	\$2,500	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$14,000	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$100,270	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (Orientation Services)

PROJECT NAME: GAIN ORIENTATION SERVICES PROGRAM	CONTACT PERSON: Mary Williams	
CONTRACTOR: L. A. County Office of Education	TELEPHONE NUMBER: (562) 922-8610	
CONTRACT PERIOD: 7/01/2008 - 6/30/2009		

DIRECT SERVICES (1)

	LIST TYPES OF SERVICE:	ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
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21				
Total Direct Services Cost				\$

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN ORIENTATION SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2008-2009

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer system, monitor	2	\$1,000.00	\$2,000.00
GRAND TOTAL				\$2,000.00

BPSS Review / Approval _____

Name _____ Title _____

Division/Section _____ Date _____

Justification Submitted Yes ☐ No ☐

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN ORIENTATION SERVICES PROGRAM

Fiscal Year: 2008 - 2009

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

Computer systems for staff assigned to this program to prepare reports required by this contract.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB READINESS & CAREER PLANNING SERVICES - ORIENTATION SERVICES

CONTRACTOR: L.A. County Office of Education
CONTRACT PERIOD: 7/01/09 - 6/30/10
FISCAL YEAR: 2009 - 2010

CONTACT PERSON: Mary Williams
TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost	
Salaries and Benefits for Administrative Staff:			
	Salaries (from Personnel Schedule)	(a)	\$ 99,125
	Fringe Benefits (from Personnel Schedule)	(b)	27,718
Personnel Subtotal (line a+b)		(c)	126,843
ADMINISTRATIVE OPERATING COSTS			
	Monthly Cost	Yearly Cost	
Office Supplies	\$ 277.17	\$	3,326
Non-Capitalized Equipment	166.67		2,000
Mileage	50.00		600
Maintenance - Equipment	41.67		500
Copier	41.67		500
Telephone	416.67		5,000
Travel/Conferences	83.33		1,000
Maintenance of Land & Building	83.33		1,000
Operations Services	146.92		1,763
Security Services	208.33		2,500
Rent/Lease - Land & Building	1,000.00		12,000
Office of Employee Relations	208.33		2,500
FSSGC (Accounting)	1,166.67		14,000
Operating Costs - Subtotal	\$ 3,890.76	(d)	46,689
	Percentage	Yearly Cost	
INDIRECT COSTS (List approved %)			
	Indirect Cost - Subtotal	7.3% (e)	12,668
Total Administrative Cost (The sum of line c,d,e)		(f)	186,200

DIRECT SERVICES COSTS:

		Cost	
Salaries and Benefits for Staff Providing Direct Services:			
	Salaries (from Personnel Schedule)	(g)	\$ 800,280
	Fringe Benefits (from Personnel Schedule)	(h)	330,375
Personnel Subtotal (line g+h)		(i)	\$ 1,130,655
DIRECT SERVICES OPERATING COSTS		Monthly Cost	Yearly Cost
Instructional Materials	\$ 145.83	\$ 1,750	
Office Supplies	875.42	10,505	
Mileage	366.67	4,400	
Bulk Metered Postage	8.33	100	
Reprographics	66.67	800	
Copier	33.33	400	
Incentives	5,833.33	70,000	
Operating Costs - Subtotal	\$ 7,329.58	(j)	\$ 87,955
Sub-Contracted costs (from Direct Service Provider Budget)			
Subcontractor 1			
Subcontractor 2			
Subcontractor 3			
Sub-Contract Costs - Subtotal		(k)	\$ 0
		Percentage	Yearly Cost
INDIRECT COSTS (List approved %)			
	Indirect Cost - Subtotal	7.3% (l)	\$ 88,959
Total Direct Services Costs (line i,j,k,l)		(m)	\$ 1,219,614
Total Contract Cost (line f+m)		(n)	\$ 1,493,768

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (ORIENTATION SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2009 - 6/30/2010
 FISCAL YEAR: 2009 - 2010

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	9,949	20.0000%	5,969.40	\$ 71,633
	Classified Administrator*	1	9,164	25.0000%	2,291.00	27,492
	Site Manager	9	6,812	17.7777%	10,898.15	130,790
	Employment Coaches	9	5,628	100.0000%	50,652.00	607,824
	Support Services Staff	3	3,953	43.3330%	5,138.86	61,666
	*Administrative Staff					
Total Salaries:						\$ 899,405

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION		Certificated Administrator	Classified Administrator	Site Manager	Employment Coaches	Support Services Staff	(5)	TOTAL
Health Plan (3)		\$ 31,906.50	\$ 10,635.52	\$ 95,719.92	\$ 90,083.70	\$ 32,337.99		\$ 260,684
Dental Plan (Included in Health Plan)								
Retirement		29,548.45	13,721.76	87,635.46	75,839.11	17,758.01		224,503
SUI		179.10	55.00	367.82	303.89	71.15		977
Social Security and/or Medicare		5,193.35	8,412.52	50,174.32	46,495.37	10,887.06		121,162
Worker's Compensation		22,206.10	6,818.00	45,612.76	37,682.52	8,823.51		121,143
Long-Term Disability								
Holidays								
Sick Leave								
Vacation								
Life Insurance								
Fringe Benefits per Classification								
Fringe Benefit Subtotal		\$ 89,033.50	\$ 39,642.80	\$ 279,510.28	\$ 250,404.59	\$ 69,877.72		\$ 728,469
Total # of Positions by Classification		20.0000%	25.0000%	17.7777%	100.0000%	43.3330%		
Total Fringe Benefits (4):		\$ 17,806.70	\$ 9,910.70	\$ 49,690.50	\$ 250,404.59	\$ 30,280.11		\$ 358,093

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if California Plan
- (4) Fringe Benefit Subtotal per Classification x Number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Description
Instructional Materials	\$1,750	Provide additional instructional material for client and staff use including additional worksheets and activities. Cost is based on prior years' expenditures for this program.
Office Supplies	\$13,831	Funds are required to provide office supplies to staff at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditures for this program.
Non-Capitalized Equipment	\$2,000	Funds are required to purchase equipment required by contract staff in the region and at LACOE Headquarters. Purchases may include computers, printers, and fax machines. LACOE GAIN will follow all guidelines and requirements related to equipment purchases outlined in the contract.
Mileage	\$5,000	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes mileage costs for staff located at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditure for this program.
Travel Conference	\$1,000	Funds are required to allow staff to attend conferences such as the annual CalWORKs conference and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Maintenance Equipment	\$500	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.
Reprographics	\$800	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$5,000	Funds are required for telephone service for contract staff located at LACOE Headquarters and for cell phone usage by Site Managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$100	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Narrative/Justification
Copier	\$900	Funds are required for copier expenses incurred by contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Incentives	\$70,000	Funds are requested to provide gift certificates and other incentives to participants who complete Orientation. Three e-gift cards/vouchers will be provided at each Orientation session.
Building Operations	\$2,763	Funds are required for building maintenance expenses, operating services and operating supplies for contract staff located at LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Cost is based on prior years' expenditure for this program.
Security Services	\$2,500	Funds are required for security expenses for contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Rent/Lease-Land & Building	\$12,000	Funds are required for rent expenses for warehouse space and contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Office of Employee Relations	\$2,500	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$14,000	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$101,627	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (Orientation Services)

PROJECT NAME: GAIN ORIENTATION SERVICES PROGRAM

CONTRACTOR: L. A. County Office of Education

CONTRACT PERIOD: 7/01/2009 - 6/30/2010

CONTACT PERSON: Mary Williams

TELEPHONE NUMBER: (562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
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15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				\$ -

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN ORIENTATION SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2009-2010

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer system, monitor	2	\$1,000.00	\$2,000.00
GRAND TOTAL			\$2,000.00	

DPSS Review/Approval	
Name _____	Title _____
Division/Section _____	Date _____
Justification Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN ORIENTATION SERVICES PROGRAM

Fiscal Year: 2009 - 2010

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

Computer systems for staff assigned to this program to prepare reports required by this contract.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB READINESS & CAREER PLANNING SERVICES - ORIENTATION SERVICES

CONTRACTOR: L.A. County Office of Education
CONTRACT PERIOD: 7/01/10- 6/30/11
FISCAL YEAR: 2010 - 2011

CONTACT PERSON: Mary Williams
TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost	
<u>Salaries and Benefits for Administrative Staff:</u>			
	Salaries (from Personnel Schedule)	(a)	\$ 100,609
	Fringe Benefits (from Personnel Schedule)	(b)	28,133
Personnel Subtotal (line a+b)		(c)	128,742
ADMINISTRATIVE OPERATING COSTS		Monthly Cost	Yearly Cost
Office Supplies	\$ 277.17	\$	3,326
Non-Capitalized Equipment	166.67		2,000
Mileage	50.00		600
Maintenance - Equipment	41.67		500
Copier	41.67		500
Telephone	416.67		5,000
Travel/Conferences	83.33		1,000
Maintenance of Land & Building	83.33		1,000
Operations Services	146.92		1,763
Security Services	208.33		2,500
Rent/Lease - Land & Building	1,000.00		12,000
Office of Employee Relations	208.33		2,500
FSSGC (Accounting)	1,166.67		14,000
Operating Costs - Subtotal	\$ 3,890.76	(d)	46,688
		Percentage	Yearly Cost
INDIRECT COSTS (List approved %)			
	Indirect Cost - Subtotal	7.3%	(e) 12,806
Total Administrative Cost (The sum of line c,d,e)		(f)	161,548

DIRECT SERVICES COSTS:

		Cost	
<u>Salaries and Benefits for Staff Providing Direct Services:</u>			
	Salaries (from Personnel Schedule)	(g)	\$ 812,246
	Fringe Benefits (from Personnel Schedule)	(h)	335,331
	Personnel Subtotal (line g+h)	(i)	\$ 1,147,577
DIRECT SERVICES OPERATING COSTS	Monthly Cost	Yearly Cost	
Instructional Materials	\$ 145.83	\$	1,750
Office Supplies	875.42		10,505
Mileage	366.67		4,400
Bulk Metered Postage	8.33		100
Reprographics	66.67		800
Copier	33.33		400
Incentives	5,833.33		70,000
Operating Costs - Subtotal	\$ 7,329.58	(j)	\$ 87,955
Sub-Contracted costs (from Direct Service Provider Budget)			
Subcontractor 1			
Subcontractor 2			
Subcontractor 3			
Sub-Contract Costs - Subtotal		(k)	\$ 0
	Percentage	Yearly Cost	
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	7.3%	(l)	\$ 90,494
Total Direct Services Costs (line i,j,k,l)		(m)	\$ 1,325,066
Contract Cost (line f+m)		(n)	\$ 1,513,963

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (ORIENTATION SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2010 - 6/30/2011
 FISCAL YEAR: 2010 - 2011

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	10,098	20.0000%	6,058.80	\$ 72,706
	Classified Administrator*	1	9,301	25.0000%	2,325.25	27,903
	Site Manager	9	6,914	17.7777%	11,062.35	132,748
	Employment Coaches	9	5,712	100.0000%	51,408.00	616,896
	Support Services Staff	3	4,013	43.3330%	5,216.86	62,602
	*Administrative Staff					
Total Salaries:						\$ 912,855

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Site Manager	Employment Coaches	Support Services Staff	TOTAL
Health Plan (3)	\$ 32,385.00	\$ 10,795.00	\$ 97,155.43	\$ 91,434.60	\$ 32,822.93	\$ 284,593
Dental Plan (Included in Health Plan)						
Retirement	29,991.70	13,927.60	88,949.98	76,976.70	18,024.39	227,870
SUI	181.75	55.80	373.39	308.45	72.23	982
Social Security and/or Medicare	5,271.25	8,538.72	50,926.89	47,192.80	11,050.38	122,980
Worker's Compensation	22,539.20	6,920.28	46,296.93	38,247.76	8,955.85	122,960
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 90,368.90	\$ 40,237.40	\$ 283,702.62	\$ 254,160.31	\$ 70,925.78	\$ 739,395
Total # of Positions by Classification	20.0000%	25.0000%	17.7777%	100.0000%	43.3330%	
Total Fringe Benefits (4):	\$ 18,073.78	\$ 10,059.35	\$ 50,435.80	\$ 254,160.31	\$ 30,734.27	\$ 363,464

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if California Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Narrative/Justification
Instructional Materials	\$1,750	Provide additional instructional material for client and staff use including additional worksheets and activities. Cost is based on prior years' expenditures for this program.
Office Supplies	\$13,831	Funds are required to provide office supplies to staff at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditures for this program.
Non-Capitalized Equipment	\$2,000	Funds are required to purchase equipment required by contract staff in the region and at LACOE Headquarters. Purchases may include computers, printers, and fax machines. LACOE GAIN will follow all guidelines and requirements related to equipment purchases outlined in the contract.
Mileage	\$5,000	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes mileage costs for staff located at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditure for this program.
Travel Conference	\$1,000	Funds are required to allow staff to attend conferences such as the annual CalWORKs conference and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Maintenance Equipment	\$500	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.
Reprographics	\$800	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$5,000	Funds are required for telephone service for contract staff located at LACOE Headquarters and for cell phone usage by Site Managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$100	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Narrative/Justification
Copier	\$900	Funds are required for copier expenses incurred by contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Incentives	\$70,000	Funds are requested to provide gift certificates and other incentives to participants who complete Orientation. Three e-gift cards/vouchers will be provided at each Orientation session.
Building Operations	\$2,763	Funds are required for building maintenance expenses, operating services and operating supplies for contract staff located at LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Cost is based on prior years' expenditure for this program.
Security Services	\$2,500	Funds are required for security expenses for contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Rent/Lease-Land & Building	\$12,000	Funds are required for rent expenses for warehouse space and contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Office of Employee Relations	\$2,500	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$14,000	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$103,000	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (Orientation Services)

PROJECT NAME: GAIN ORIENTATION SERVICES PROGRAM

CONTRACTOR: L. A. County Office of Education

CONTACT PERSON: Mary Williams

CONTRACT PERIOD: 7/01/2010 - 6/30/2011

TELEPHONE NUMBER: (562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
4				
5				
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9				
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11				
12				
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14				
15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				\$ -

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN ORIENTATION SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2010-2011

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer system, monitor	2	\$1,000.00	\$2,000.00
GRAND TOTAL				\$2,000.00

DPSS Review/Approval <small>(initials)</small>	
Name: _____	Title: _____
Division/Section: _____	Date: _____
Classification & Control: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN ORIENTATION SERVICES PROGRAM

Fiscal Year: 2010 - 2011

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

Computer systems for staff assigned to this program to prepare reports required by this contract.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB READINESS & CAREER PLANNING SERVICES - ORIENTATION SERVICES

CONTRACTOR: L.A. County Office of Education CONTACT PERSON: Mary Williams

CONTRACT PERIOD: 7/01/11- 6/30/12 TELEPHONE NUMBER: (562) 922-8610

FISCAL YEAR: 2011 - 2012

ADMINISTRATIVE COSTS:

		Cost
Salaries and Benefits for Administrative Staff:		
Salaries (from Personnel Schedule)	(a)	\$ 102,123
Fringe Benefits (from Personnel Schedule)	(b)	28,555
Personnel Subtotal (line a+b)	(c)	130,678

ADMINISTRATIVE OPERATING COSTS

	Monthly Cost	Yearly Cost
Office Supplies	\$ 277.17	\$ 3,326
Non-Capitalized Equipment	166.67	2,000
Mileage	50.00	600
Maintenance - Equipment	41.67	500
Copier	41.67	500
Telephone	416.67	5,000
Travel/Conferences	83.33	1,000
Maintenance of Land & Building	83.33	1,000
Operations Services	146.92	1,763
Security Services	208.33	2,500
Rent/Lease - Land & Building	1,000.00	12,000
Office of Employee Relations	208.33	2,500
FSSGC (Accounting)	1,166.67	14,000

Operating Costs - Subtotal \$ 3,890.76 (d) **46,689**

	Percentage	Yearly Cost
INDIRECT COSTS (List approved %)		
Indirect Cost - Subtotal	7.3%	(e) 3,438

Total Administrative Cost (The sum of line c,d,e) (f) **\$ 190,315**

DIRECT SERVICES COSTS:

		Cost
Salaries and Benefits for Staff Providing Direct Services:		
Salaries (from Personnel Schedule)	(g)	\$ 824,467
Fringe Benefits (from Personnel Schedule)	(h)	340,361
Personnel Subtotal (line g+h)	(i)	1,164,828

DIRECT SERVICES OPERATING COSTS

	Monthly Cost	Yearly Cost
Instructional Materials	\$ 145.83	\$ 1,750
Office Supplies	875.42	10,505
Mileage	366.67	4,400
Bulk Metered Postage	8.33	100
Reprographics	66.67	800
Copier	33.33	400
Incentives	5,833.33	70,000

Operating Costs - Subtotal \$ 7,329.58 (j) **87,955**

Sub-Contracted costs (from Direct Service Provider Budget)

Subcontractor 1		
Subcontractor 2		
Subcontractor 3		

Sub-Contract Costs - Subtotal (k)

	Percentage	Yearly Cost
INDIRECT COSTS (List approved %)		
Indirect Cost - Subtotal	7.3%	(l) 6,421

Total Direct Services Costs (line i,j,k,l) (m) **1,244,265**

Total Contract Cost (line f+m) (n) **\$ 1,534,551**

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
- (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (ORIENTATION SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2011 - 6/30/2012
 FISCAL YEAR: 2011 - 2012

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	10,250	20.0000%	6,150.00	\$ 73,800
	Classified Administrator*	1	9,441	25.0000%	2,360.25	28,323
	Site Manager	9	7,018	17.7777%	11,228.75	134,745
	Employment Coaches	9	5,798	100.0000%	52,182.00	626,184
	Support Services Staff	3	4,073	43.3330%	5,294.86	63,538
	*Administrative Staff					
Total Salaries:					77,215.86	\$ 926,590

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Site Manager	Employment Coaches	Support Services Staff	TOTAL
Health Plan (3)	\$ 32,870.70	\$ 10,956.92	\$ 98,612.53	\$ 92,806.20	\$ 33,315.30	\$ 268,562
Dental Plan (Included in Health Plan)						
Retirement	30,441.55	14,136.52	90,284.29	78,131.35	18,294.76	231,288
SUI	184.50	56.64	378.96	313.08	73.32	1,007
Social Security and/or Medicare	5,350.35	8,666.80	51,690.77	47,900.70	11,216.14	124,825
Worker's Compensation	22,877.30	7,024.08	46,991.40	38,821.48	9,090.21	124,804
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 91,724.40	\$ 40,840.96	\$ 287,957.95	\$ 257,972.81	\$ 71,989.73	\$ 750,486
Total # of Positions by Classification	20.0000%	25.0000%	17.7777%	100.0000%	43.3330%	
Total Fringe Benefits (4):	\$ 18,344.88	\$ 10,210.24	\$ 51,192.30	\$ 257,972.81	\$ 31,195.31	\$ 368,916

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Narrative Description
Instructional Materials	\$1,750	Provide additional instructional material for client and staff use including additional worksheets and activities. Cost is based on prior years' expenditures for this program.
Office Supplies	\$13,831	Funds are required to provide office supplies to staff at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditures for this program.
Non-Capitalized Equipment	\$2,000	Funds are required to purchase equipment required by contract staff in the region and at LACOE Headquarters. Purchases may include computers, printers, and fax machines. LACOE GAIN will follow all guidelines and requirements related to equipment purchases outlined in the contract.
Mileage	\$5,000	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes mileage costs for staff located at regional sites and for GAIN Orientation administration staff. Cost is based on prior years' expenditure for this program.
Travel Conference	\$1,000	Funds are required to allow staff to attend conferences such as the annual CalWORKs conference and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Maintenance Equipment	\$500	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.
Reprographics	\$800	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$5,000	Funds are required for telephone service for contract staff located at LACOE Headquarters and for cell phone usage by Site Managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$100	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (Orientation Services)

Line Item	Amount	Narrative/Justification
Copier	\$900	Funds are required for copier expenses incurred by contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Incentives	\$70,000	Funds are requested to provide gift certificates and other incentives to participants who complete Orientation. Three e-gift cards/vouchers will be provided at each Orientation session.
Building Operations	\$2,763	Funds are required for building maintenance expenses, operating services and operating supplies for contract staff located at LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Cost is based on prior years' expenditure for this program.
Security Services	\$2,500	Funds are required for security expenses for contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Rent/Lease-Land & Building	\$12,000	Funds are required for rent expenses for warehouse space and contract staff located at LACOE Headquarters. Cost is based on prior years' expenditure for this program.
Office of Employee Relations	\$2,500	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$14,000	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$104,401	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (Orientation Services)

PROJECT NAME:	GAIN ORIENTATION SERVICES PROGRAM		
CONTRACTOR:	L. A. County Office of Education	CONTACT PERSON:	Mary Williams
CONTRACT PERIOD:	7/01/2011 - 6/30/2012	TELEPHONE NUMBER:	(562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
4				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				\$ -

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN ORIENTATION SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2011-2012

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer system, monitor	2	\$1,000.00	\$2,000.00
GRAND TOTAL				\$2,000.00

DPSS Review / Approval _____

Name: _____ Title: _____

Division/Section: _____ Date: _____

Justification S.E. (YES) _____ (NO) _____

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN ORIENTATION SERVICES PROGRAM

Fiscal Year: 2011 - 2012

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

Computer systems for staff assigned to this program to prepare reports required by this contract.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
 CONTRACT PERIOD: 7/01/2007 - 6/30/2008
 FISCAL YEAR: 2007 - 2008

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 822-6610

ADMINISTRATIVE COSTS:

Salaries and Benefits for Administrative Staff:		Cost
Salaries (from Personnel Schedule)	(a)	\$ 550,766
Fringe Benefits (from Personnel Schedule)	(b)	188,600
Personnel Subtotal (line a+b)	(c)	739,366

ADMINISTRATIVE OPERATING COSTS

	Monthly Cost	Yearly Cost
Office Supplies	833.33	10,000
Non-Capitalized Equipment	833.33	10,000
Mileage	250.00	3,000
Travel/Conferences	166.67	2,000
Rent/Lease Equipment	83.33	1,000
Maintenance - Equipment	83.33	1,000
Workshops	83.33	1,000
Copier	500.00	6,000
Micro Software	83.33	1,000
Micro Parts	66.67	800
Telephone	2,500.00	30,000
Insurance-Other	375.00	4,500
Contract Services - Other	8,964.67	107,576
Contract Services - Temporary Agency	416.67	5,000
Contract Services - Food	250.00	3,000
Maintenance of Land & Building	1,100.00	13,200
Operations Supplies	318.67	3,824
Utilities/Housekeeping	2,733.17	32,798
Operations Services	1,258.00	15,096
Security Services	416.67	5,000
Staff Services	15,833.33	190,000
Rent/Lease - Land & Building	13,333.33	160,000
Office of Employee Relations	1,048.67	12,584
Grants Project Management (Accounting)	2,619.67	31,436
Operating Costs - Subtotal	54,161.17	(d)

INDIRECT COSTS (List approved %)	Percentage	Yearly Cost
Indirect Cost - Subtotal	7.3%	(e)

Total Administrative Cost (The sum of line c,d,e) (f)

DIRECT SERVICES COSTS:

Salaries and Benefits for Staff Providing Direct Services:		Cost
Salaries (from Personnel Schedule)	(g)	\$ 5,907,726
Fringe Benefits (from Personnel Schedule)	(h)	2,541,394
Personnel Subtotal (line g+h)	(i)	8,449,120

DIRECT SERVICES OPERATING COSTS

	Monthly Cost	Yearly Cost
Other Books	\$ 65.00	\$ 780
Instructional Materials	8,963.33	107,560
Office Supplies	8,235.83	98,830
Non-Capitalized Equipment	6,666.67	80,000
Mileage	3,571.00	42,852
Telephone	6,816.67	81,800
Bulk Metered Postage	250.00	3,000
Travel/Conferences	541.67	6,500
Outside Conference Facilities	166.67	2,000
Rent/Lease Equipment	833.33	10,000
Maintenance - Equipment	250.00	3,000
Maintenance of Land & Building	2,852.58	34,231
Reprographics	1,612.50	19,350
Workshops	333.33	4,000
Outside Printing	333.33	4,000
Copier	3,837.50	47,250
Micro Software	500.00	6,000
Micro Parts	360.00	4,200
Operations Supplies	1,064.33	12,652
Utilities/Housekeeping	8,762.53	105,154
Operations Services	6,854.00	79,854
Security Services	15,043.17	180,518
Rent/Lease - Land & Building	71,323.67	855,884
Operating Costs - Subtotal	149,037.92	(j)

Sub-Contracted costs (from Direct Service Provider Budget)

Subcontractor 1 - Clothes The Deal	10,416.67	125,000
Subcontractor 2		
Subcontractor 3		

Sub-Contract Costs - Subtotal (k)

INDIRECT COSTS (List approved %)	Percentage	Yearly Cost
Indirect Cost - Subtotal	7.3%	(l)

Total Direct Services Costs (line i,j,k,l) (m)

Total Contract Cost (line f+m) (n)

\$ 12,609,633

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
- (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (page 1 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2007 - 6/30/2008
 FISCAL YEAR: 2007 - 2008

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	9,753.00	50.000000%	14,629.50	\$ 175,554
	Classified Administrator*	5	6,995.00	89.400000%	31,267.65	375,212
	Counselor	1	4,955.00	60.000000%	2,973.00	35,676
	Site Manager	11	6,575.00	50.000000%	36,162.50	433,950
	Employment Coaches	87	4,550.00	99.65518%	394,485.03	4,733,820
	Support Services Staff	13	4,100.00	83.84610%	44,689.97	536,280
	Support Staff Interns				7,500.00	90,000
	Clerical Limited Term				5,833.33	70,000
	Clerical Overtime				666.66	8,000
	*Administrative Staff					
Total Salaries:					538,207.64	\$ 6,458,492

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Counselor	Site Manager	Employment Coaches	TOTAL
Health Plan (3)	\$ 30,970.20	\$ 51,617.00	\$ 9,715.70	\$ 113,557.40	\$ 845,265.84	\$ 1,051,126
Dental Plan (Included in Health Plan)						
Retirement	28,965.32	52,367.88	4,905.18	102,548.72	592,771.27	781,559
SUI	175.54	209.84	29.73	433.96	2,375.27	3,224
Social Security and/or Medicare	5,090.88	32,105.65	862.12	57,965.30	363,415.63	459,440
Worker's Compensation	21,767.88	26,020.27	3,686.32	53,809.96	294,532.93	399,817
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 86,969.82	\$ 162,320.64	\$ 19,199.05	\$ 328,315.34	\$ 2,098,360.94	\$ 2,695,166
% Time Allocation	50.000000%	89.400000%	60.000000%	50.000000%	99.65518%	
Total Fringe Benefits (4):	\$ 43,484.91	\$ 145,114.65	\$ 11,519.43	\$ 164,157.67	\$ 2,091,125.37	\$ 2,455,402

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if California Plan
- (4) Fringe Benefit Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

PERSONNEL SCHEDULE (page 2 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education **CONTACT PERSON:** Mary Williams
CONTRACT PERIOD: 7/01/2007 - 6/30/2008 **TELEPHONE NUMBER:** (562) 922-8610
FISCAL YEAR: 2007 - 2008

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
Total Salaries: \$ -						\$ -

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Support Services Staff	Support Staff Interns	Clerical Limited Term	Clerical Overtime	(6)	TOTAL
Health Plan (3)	\$ 130,939.20					\$ 130,939
Dental Plan (Included in Health Plan)						
Retirement	79,805.11					79,805
SUI	319.79	\$ 45.00	\$ 35.00	\$ 4.00		404
Social Security and/or Medicare	48,926.84	6,885.00	5,355.00	612.00		61,779
Worker's Compensation	39,653.13	5,580.00	4,340.00	496.00		50,069
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 299,644.07	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 322,996
% Time Allocation	83.84610%	100.00000%	100.00000%	100.00000%		
Total Fringe Benefits (4):	\$ 261,239.87	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 274,592

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Justification
Other Books	\$780	Funds are required to purchase books that benefit the program and clients. This allows staff to remain current on the latest techniques and literature in the area of job readiness and career preparation. Cost is based on prior years' expenditure for this program.
Instructional Materials	\$107,800	Funds are required to provide instructional materials for client and staff use. Materials include the Job Preparation Guide, worksheets, and activities that go along with this curriculum. Additional instructional materials that directly benefit the client may also be purchased.
Office Supplies	\$108,830	Funds are required to provide office supplies to staff in all regions and to GAIN Job Services administration. Over 300 individual items are warehoused and inventoried for staff to service our clients. Cost is based on prior years' expenditure for this program. Latest increase due to supplies for additional staff to service additional classes/clients under the new model.
Non-capitalized Equipment	\$90,000	Please refer to EDP Schedule/Justification.
Mileage	\$45,852	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes costs for staff based in all regions as well as GAIN Job Services administration. Cost is based on prior years' expenditure for this program.
Travel/Conference	\$8,500	Funds are required to allow staff to attend and present at conferences such as the annual CalWORKs summit and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Outside Conference Facilities	\$2,000	Funds are required to rent outside conference facilities on an as-needed basis when LACOE facilities are unavailable or unsuitable for conference needs. Cost is based on prior years' expenditure for this program.
Insurance-Other	\$4,500	Funds are required to cover auto insurance costs on GAIN vehicles required to make deliveries to support job club sites. Cost is based on prior years' expenditure for this program.
Rent/Lease-Equipment	\$11,000	Funds are required for pager rental for GAIN Job Services' administrators and Site Managers. These funds would also be utilized to lease a van and truck to make deliveries to sites. (Van \$330 per month/Truck \$550 per month)
Maintenance-Equipment	\$4,000	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative/Justification
Reprographics	\$18,150	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$111,800	Funds are required for telephone service at job club sites in all regions and telephone service for contract staff located at LACOE Headquarters. Site telephone costs include a "phone bank" at each site consisting of 8-18 phones for participants to call potential employers. This amount also includes cell phone costs for select managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program. Funds are included for phones needed for additional space in Burbank and Carson to service new model clients.
Bulk Metered Postage	\$3,000	Funds are required to allow staff to mail letters, notices (6006s, 6007s), and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Workshops	\$5,000	Funds are required for staff to attend LACOE sponsored workshops including those sponsored by the LACOE Workforce and Organization Development. These cost-effective workshops provide opportunities for professional growth. Cost is based on prior years' expenditure for this program.
Outside Printing	\$4,000	Funds are required to print materials with an outside printing vendor when the LACOE Reprographics Unit cannot process the requested job. All jobs are coordinated and monitored by the LACOE Reprographics Supervisor. Cost is based on prior years' expenditure for this program.
Copier	\$53,250	Funds are required for copier expense incurred at all job club sites and at LACOE Headquarters. LACOE follows standard procurement bidding guidelines to contract with appropriate vendors. Cost is based on prior years' expenditure for this program.
Micro Software	\$7,000	Funds are required to purchase needed computer software. This includes purchases of new software as well as updates of other software to make them current. Program estimates include multiple computers for each job club site to enhance participant job search capabilities. Cost is based on prior years' expenditure for this program.
Micro Parts	\$5,000	Funds are required to purchase computer parts to repair machines at job club sites and LACOE Headquarters. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Description
Contract Services-Clothes the Deal	\$125,000	Funds are required for Clothes the Deal to facilitate the donation and collection of larger sized clothing for GAIN clients. CTD would establish clothing drives and work with large companies and retail stores targeting larger clothing. These funds would allow CTD to expand activities to increase number of items available for clients.
Contract Services-Translators/ Language Line	\$95,000	Funds would be utilized as needed to hire translators or contract with Language Line to serve NE-NS speaking clients. Language Line is only used when no translators are available.
Contract Services-Other	\$12,576	Funds are required to contract for services with organizations outside of LACOE. Contracts with outside agencies are under consideration to improve our computerized attendance system which would better serve the needs of our clients.
Contract Services-Temporary Agency	\$5,000	Funds are required for temporary clerical personnel from an outside agency when LACOE temporary assistance is not available. Cost is based on prior years' expenditure for this program.
Contract Services-Food	\$3,000	Funds are required to contract for food services at events sponsored by LACOE GAIN or at the request of DPSS. Cost is based on prior years' expenditure for this program.
Building Operations	\$158,857	Funds are required for building maintenance expenses, operating services, and operating supplies at all GAIN job club sites and LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Contract custodian cost for job club sites is included in this estimate. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Utilities/Housekeeping	\$137,952	Funds are required to pay for utilities at all GAIN job club sites and at LACOE Headquarters. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Security Services	\$185,518	Funds are required for security services at all GAIN job club sites and LACOE Headquarters. Staff and client security is a major priority for our division. Cost is based on prior years' expenditure for this program. Funds required for increased officer hours as needed.
Staff Services	\$190,000	Funds are required for staff services performed by other LACOE divisions at GAIN job club sites in all regions and at LACOE Headquarters. Other divisions' personnel (including custodians at GAIN HQ in Downey, Facility Planners, etc.), perform services and actual documented salary costs are charged to this account. Due to the extreme need to open new sites by October 2007, an additional \$90,000 was added for Facilities staff this year only.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Justification
Rent/Lease Building	\$1,015,884	Funds are required for rent/leases at GAIN job club sites and at LACOE Headquarters. Leased job club site spaces include Airport, Lancaster, El Monte, Pomona, Downtown, Carson, Downey, and East Los Angeles. Cost is based on prior years' expenditure for this program along with funds to lease additional space in Carson, Pomona, East Los Angeles and Burbank to service "phase in" clients.
Office of Employee Relations	\$12,584	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$31,436	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$857,878	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (GAIN Job Services)

PROJECT NAME:	GAIN JOB SERVICES PROGRAM		
CONTRACTOR:	L.A. County Office of Education	CONTACT PERSON:	Mary Williams
CONTRACT PERIOD:	7/01/2007 - 6/30/2008	TELEPHONE NUMBER:	(562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
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21				
Total Direct Services Cost				

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN JOB SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2007-2008

Contact Person **Mary Williams**

MOU Date:

Phone No. (562) 922-8610

Contract #

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer System	70	\$1,000.00	\$70,000.00
2	Laser Printer	12	\$1,000.00	\$12,000.00
3	Fax Machine	4	\$500.00	\$2,000.00
4	Video Camera	4	\$500.00	\$2,000.00
5	Overhead Projectors	4	\$300.00	\$1,200.00
6	TV/VCR combos	2	\$400.00	\$800.00
7	Digital Camera	6	\$300.00	\$1,800.00
8	Ink Jet Printer	2	\$100.00	\$200.00
		GRAND TOTAL		\$90,000.00

DPS Review Approval _____

References

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Discussion

DEFE

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Figure 1

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN JOB SERVICES PROGRAM

Fiscal Year: 2007 - 2008

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

LACOE GAIN strives to provide high quality job readiness services to GAIN participants in the most efficient and cost-effective way possible. Computers and printers are used by participants to create high quality resumes and do internet job searches. Some computers will be used by LACOE staff to create required reports. Video cameras, digital cameras, overhead projectors, ink jet printers, fax machines, and TV/VCR combos are used at all job club sites to teach participants job readiness skills and assist them in finding employment.

Our goal is to add 3 additional computers at each job club site where LACOE is responsible for the equipment (9 sites). The remaining computers requested would be used to replace broken, out-dated equipment. Similarly, the other equipment requested would mainly be used as "replacement" equipment and would only be purchased on an as-needed basis.

In 2007-08, computers will be needed for new space in Burbank and East Los Angeles, as well as additional space expected in Pomona and Carson.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
 CONTRACT PERIOD: 7/61/2008 - 6/30/2009
 FISCAL YEAR: 2008-2009

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost
Salaries and Benefits for Administrative Staff:		
Salaries (from Personnel Schedule)	(a)	\$ 559,026
Fringe Benefits (from Personnel Schedule)	(b)	191,429
Personnel Subtotal (line a+b)	(c)	
ADMINISTRATIVE OPERATING COSTS		
	Monthly Cost	Yearly Cost
Office Supplies	833.33	\$ 10,000
Non-Capitalized Equipment	833.33	10,000
Mileage	250.00	3,000
Travel/Conferences	166.67	2,000
Rent/Lease Equipment	83.33	1,000
Maintenance - Equipment	83.33	1,000
Workshops	83.33	1,000
Copier	500.00	6,000
Micro Software	83.33	1,000
Micro Parts	66.67	800
Telephone	2,500.00	30,000
Insurance-Other	375.00	4,500
Contract Services - Other	8,964.67	107,576
Contract Services - Temporary Agency	416.67	5,000
Contract Services - Food	250.00	3,000
Maintenance of Land & Building	1,100.00	13,200
Operations Supplies	318.67	3,824
Utilities/Housekeeping	2,733.17	32,798
Operations Services	1,258.00	15,096
Security Services	416.67	5,000
Staff Services	8,333.33	100,000
Rent/Lease - Land & Building	13,333.33	160,000
Office of Employee Relations	1,048.67	12,584
GPM (Accounting)	2,619.67	31,436
Operating Costs - Subtotal	46,651.17	(d)
		Percentage
INDIRECT COSTS (List approved %)		Yearly Cost
Indirect Cost - Subtotal	7.3%	(e)
Total Administrative Cost (The sum of line c,d,e)	(f)	

DIRECT SERVICES COSTS:

		Cost
Salaries and Benefits for Staff Providing Direct Services:		
Salaries (from Personnel Schedule)	(g)	\$ 5,994,690
Fringe Benefits (from Personnel Schedule)	(h)	2,579,162
Personnel Subtotal (line g+h)	(i)	
DIRECT SERVICES OPERATING COSTS		
	Monthly Cost	Yearly Cost
Other Books	\$ 65.00	\$ 780
Instructional Materials	8,983.33	107,800
Office Supplies	8,235.83	98,830
Non-Capitalized Equipment	6,666.67	80,000
Mileage	3,571.00	42,852
Telephone	6,816.67	81,800
Bulk Metered Postage	250.00	3,000
Travel/Conferences	541.67	6,500
Outside Conference Facilities	166.67	2,000
Rent/Lease Equipment	833.33	10,000
Maintenance - Equipment	250.00	3,000
Maintenance of Land & Building	2,852.58	34,231
Reprographics	1,612.50	18,150
Workshops	333.33	4,000
Outside Printing	333.33	4,000
Copier	3,937.50	47,250
Micro Software	500.00	6,000
Micro Parts	350.00	4,200
Operations Supplies	1,054.33	12,652
Utilities/Housekeeping	8,762.83	105,154
Operations Services	6,654.50	79,854
Security Services	15,043.17	180,518
Rent/Lease - Land & Building	71,323.67	855,884
Operating Costs - Subtotal	149,037.82	(j)
Sub-Contracted costs (from Direct Service Provider Budget)		
Subcontractor 1 - Clothes The Deal	10,416.87	125,000
Subcontractor 2		
Subcontractor 3		
Sub-Contract Costs - Subtotal	(k)	
		Percentage
INDIRECT COSTS (List approved %)		Yearly Cost
Indirect Cost - Subtotal	7.3%	(l)
Total Direct Services Costs (line i,j,k,l)	(m)	
Total Contract Cost (line f+m)	(n)	\$ 12,658,799

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (page 1 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2008 - 6/30/2009
 FISCAL YEAR: 2008 - 2009

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	9,899.00	50.000000%	14,848.50	\$ 178,182
	Classified Administrator*	5	7,100.00	89.400000%	31,737.00	380,844
	Counselor	1	5,029.00	60.000000%	3,017.40	36,209
	Site Manager	11	6,674.00	50.000000%	36,707.00	440,484
	Employment Coaches	87	4,619.00	99.65518%	400,467.33	4,805,608
	Support Services Staff	13	4,162.00	83.84610%	45,365.77	544,389
	Support Staff Interns				7,500.00	90,000
	Clerical Limited Term				5,833.33	70,000
	Clerical Overtime				666.66	8,000
	*Administrative Staff					
Total Salaries:					546,142.99	\$ 6,553,716

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Counselor	Site Manager	Employment Coaches	TOTAL
Health Plan (3)	\$ 31,434.90	\$ 52,391.50	\$ 9,861.40	\$ 115,261.30	\$ 857,941.73	\$ 1,066,891
Dental Plan (Included in Health Plan)						
Retirement	29,399.80	53,153.40	4,978.77	104,086.94	601,662.84	793,282
SUI	178.18	212.99	30.17	440.46	2,410.89	3,273
Social Security and/or Medicare	5,167.24	32,587.24	875.05	58,834.80	368,866.87	466,331
Worker's Compensation	22,094.40	26,410.57	3,741.62	54,617.12	298,950.92	405,814
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 88,274.52	\$ 164,755.70	\$ 19,487.01	\$ 333,240.62	\$ 2,129,833.25	\$ 2,735,591
% Time Allocation	50.000000%	89.400000%	60.000000%	50.000000%	99.65518%	
Total Fringe Benefits (4):	\$ 44,137.26	\$ 147,291.60	\$ 11,692.21	\$ 166,620.31	\$ 2,122,489.16	\$ 2,492,231

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

PERSONNEL SCHEDULE (page 2 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2008 - 6/30/2009
 FISCAL YEAR: 2008 - 2009

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
Total Salaries: \$ -						\$ -

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Support Services Staff	Support Staff Interns	Clerical Limited Term	Clerical Overtime	(5)	TOTAL
Health Plan (3)	\$ 132,902.81					\$ 132,903
Dental Plan (Included in Health Plan)						
Retirement	81,002.19					81,002
SUI	324.58	\$ 45.00	\$ 35.00	\$ 4.00		408
Social Security and/or Medicare	49,660.74	6,885.00	5,355.00	612.00		62,513
Worker's Compensation	40,247.92	5,580.00	4,340.00	496.00		50,664
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 304,138.24	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 327,490
% Time Allocation	83.84610%	100.000000%	100.00000%	100.00000%		
Total Fringe Benefits (4):	\$ 255,008.05	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 278,360

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicates if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (GAIN Job Services)

Line Item	Narrative/Justification	
Other Books	\$780	Funds are required to purchase books that benefit the program and clients. This allows staff to remain current on the latest techniques and literature in the area of job readiness and career preparation. Cost is based on prior years' expenditure for this program.
Instructional Materials	\$107,800	Funds are required to provide instructional materials for client and staff use. Materials include the Job Preparation Guide, work-sheets, and activities that go along with this curriculum. Additional instructional materials that directly benefit the client may also be purchased.
Office Supplies	\$108,830	Funds are required to provide office supplies to staff in all regions and to GAIN Job Services administration. Over 300 individual items are warehoused and inventoried for staff to service our clients. Cost is based on prior years' expenditure for this program. Latest increase due to supplies for additional staff to service additional classes/clients under the new model.
Non-capitalized Equipment	\$90,000	Please refer to EDP Schedule/Justification.
Mileage	\$45,852	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes costs for staff based in all regions as well as GAIN Job Services administration. Cost is based on prior years' expenditure for this program.
Travel/Conference	\$8,500	Funds are required to allow staff to attend and present at conferences such as the annual CalWORKs summit and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Outside Conference Facilities	\$2,000	Funds are required to rent outside conference facilities on an as-needed basis when LACOE facilities are unavailable or unsuitable for conference needs. Cost is based on prior years' expenditure for this program.
Insurance-Other	\$4,500	Funds are required to cover auto insurance costs on GAIN vehicles required to make deliveries to support job club sites. Cost is based on prior years' expenditure for this program.
Rent/Lease-Equipment	\$11,000	Funds are required for pager rental for GAIN Job Services' administrators and Site Managers. These funds would also be utilized to lease a van and truck to make deliveries to sites. (Van \$330 per month/Truck \$550 per month)
Maintenance-Equipment	\$4,000	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Justification
Reprographics	\$18,150	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$111,800	Funds are required for telephone service at job club sites in all regions and telephone service for contract staff located at LACOE Headquarters. Site telephone costs include a "phone bank" at each site consisting of 8-18 phones for participants to call potential employers. This amount also includes cell phone costs for select managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program. Funds are included for phones needed for additional space in Burbank and Carson to service new model clients.
Bulk Metered Postage	\$3,000	Funds are required to allow staff to mail letters, notices (6006s, 6007s), and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Workshops	\$5,000	Funds are required for staff to attend LACOE sponsored workshops including those sponsored by the LACOE Workforce and Organization Development. These cost-effective workshops provide opportunities for professional growth. Cost is based on prior years' expenditure for this program.
Outside Printing	\$4,000	Funds are required to print materials with an outside printing vendor when the LACOE Reprographics Unit cannot process the requested job. All jobs are coordinated and monitored by the LACOE Reprographics Supervisor. Cost is based on prior years' expenditure for this program.
Copier	\$53,250	Funds are required for copier expense incurred at all job club sites and at LACOE Headquarters. LACOE follows standard procurement bidding guidelines to contract with appropriate vendors. Cost is based on prior years' expenditure for this program.
Micro Software	\$7,000	Funds are required to purchase needed computer software. This includes purchases of new software as well as updates of other software to make them current. Program estimates include multiple computers for each job club site to enhance participant job search capabilities. Cost is based on prior years' expenditure for this program.
Micro Parts	\$5,000	Funds are required to purchase computer parts to repair machines at job club sites and LACOE Headquarters. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Justification
Contract Services-Clothes the Deal	\$125,000	Funds are required for Clothes the Deal to facilitate the donation and collection of larger sized clothing for GAIN clients. CTD would establish clothing drives and work with large companies and retail stores targeting larger clothing. These funds would allow CTD to expand activities to increase number of items available for clients.
Contract Services-Translators/ Language Line	\$95,000	Funds would be utilized as needed to hire translators or contract with Language Line to serve NE-NS speaking clients. Language Line is only used when no translators are available.
Contract Services-Other	\$12,576	Funds are required to contract for services with organizations outside of LACOE. Contracts with outside agencies are under consideration to improve our computerized attendance system which would better serve the needs of our clients.
Contract Services-Temporary Agency	\$5,000	Funds are required for temporary clerical personnel from an outside agency when LACOE temporary assistance is not available. Cost is based on prior years' expenditure for this program.
Contract Services-Food	\$3,000	Funds are required to contract for food services at events sponsored by LACOE GAIN or at the request of DPSS. Cost is based on prior years' expenditure for this program.
Building Operations	\$158,857	Funds are required for building maintenance expenses, operating services, and operating supplies at all GAIN job club sites and LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Contract custodian cost for job club sites is included in this estimate. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Utilities/Housekeeping	\$137,952	Funds are required to pay for utilities at all GAIN job club sites and at LACOE Headquarters. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Security Services	\$185,518	Funds are required for security services at all GAIN job club sites and LACOE Headquarters. Staff and client security is a major priority for our division. Cost is based on prior years' expenditure for this program. Funds required for increased officer hours as needed.
Staff Services	\$100,000	Funds are required for staff services performed by other LACOE divisions at GAIN job club sites in all regions and at LACOE Headquarters. Other divisions' personnel (including custodians at GAIN HQ in Downey, Facility Planners, etc.), perform services and actual documented salary costs are charged to this account.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Description
Rent/Lease Building	\$1,015,884	Funds are required for rent/leases at GAIN job club sites and at LACOE Headquarters. Leased job club site spaces include Airport, Lancaster, El Monte, Pomona, Downtown, Carson, Downey, and East Los Angeles. Cost is based on prior years' expenditure for this program along includes funds to lease space in Carson, Pomona, East Los Angeles and Burbank to service "phase in" clients.
Office of Employee Relations	\$12,584	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$31,436	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$861,223	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (GAIN Job Services)

PROJECT NAME:	GAIN JOB SERVICES PROGRAM	CONTACT PERSON:	Mary Williams
CONTRACTOR:	L.A. County Office of Education	TELEPHONE NUMBER:	(562) 922-8610
CONTRACT PERIOD:	7/01/2008 - 6/30/2009		

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
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19				
20				
21				
Total Direct Services Cost				

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN JOB SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2008-2009

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer System	70	\$1,000.00	\$70,000.00
2	Laser Printer	12	\$1,000.00	\$12,000.00
3	Fax Machine	4	\$500.00	\$2,000.00
4	Video Camera	4	\$500.00	\$2,000.00
5	Overhead Projectors	4	\$300.00	\$1,200.00
6	TV/VCR combos	2	\$400.00	\$800.00
7	Digital Camera	6	\$300.00	\$1,800.00
8	Ink Jet Printer	2	\$100.00	\$200.00
			GRAND TOTAL	\$90,000.00

OPSS Review / Approval / Review

Name: _____ Title: _____

Director/Section: _____ Date: _____

Justified by Submitting: _____

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN JOB SERVICES PROGRAM

Fiscal Year: 2008 - 2009

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

LACOE GAIN strives to provide high quality job readiness services to GAIN participants in the most efficient and cost-effective way possible. Computers and printers are used by participants to create high quality resumes and do internet job searches. Some computers will be used by LACOE staff to create required reports. Video cameras, digital cameras, overhead projectors, ink jet printers, fax machines, and TV/VCR combos are used at all job club sites to teach participants job readiness skills and assist them in finding employment.

Our goal is to provide up-to-date, working technology to all of our sites. The requested computers would be used to replace broken, out-dated equipment. Similarly, the other equipment requested would mainly be used as "replacement" equipment and would only be purchased on an as-needed basis.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
 CONTRACT PERIOD: 7/01/2009 - 6/30/2010
 FISCAL YEAR: 2009-2010

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (662) 922-8810

ADMINISTRATIVE COSTS:

		Cost
<u>Salaries and Benefits for Administrative Staff:</u>		
Salaries (from Personnel Schedule)	(a)	\$ 567,394
Fringe Benefits (from Personnel Schedule)	(b)	194,300
Personnel Subtotal (line a+b)	(c)	

ADMINISTRATIVE OPERATING COSTS

	Monthly Cost	Yearly Cost
Office Supplies	833.33	\$ 10,000
Non-Capitalized Equipment	833.33	10,000
Mileage	250.00	3,000
Travel/Conferences	166.67	2,000
Rent/Lease Equipment	83.33	1,000
Maintenance - Equipment	83.33	1,000
Workshops	83.33	1,000
Copier	500.00	6,000
Micro Software	83.33	1,000
Micro Parts	66.67	800
Telephone	2,500.00	30,000
Insurance-Other	375.00	4,500
Contract Services - Other	8,964.67	107,576
Contract Services - Temporary Agency	416.67	5,000
Contract Services - Food	250.00	3,000
Maintenance of Land & Building	1,100.00	13,200
Operations Supplies	316.67	3,824
Utilities/Housekeeping	2,733.17	32,798
Operations Services	1,258.00	15,096
Security Services	416.67	5,000
Staff Services	8,333.33	100,000
Rent/Lease - Land & Building	13,333.33	160,000
Office of Employee Relations	1,048.67	12,584
GPM (Accounting)	2,619.67	31,436
Operating Costs - Subtotal	46,651.17	(d)

	Percentage	Yearly Cost
INDIRECT COSTS (List approved %)		
Indirect Cost - Subtotal	7.3%	(e)
Total Administrative Cost (The sum of line c,d,e)	(f)	

DIRECT SERVICES COSTS:

		Cost
<u>Salaries and Benefits for Staff Providing Direct Services:</u>		
Salaries (from Personnel Schedule)	(g)	\$ 5,081,728
Fringe Benefits (from Personnel Schedule)	(h)	2,617,497
Personnel Subtotal (line g+h)	(i)	

DIRECT SERVICES OPERATING COSTS

	Monthly Cost	Yearly Cost
Other Books	\$ 65.00	\$ 780
Instructional Materials	6,983.33	107,800
Office Supplies	8,235.83	98,830
Non-Capitalized Equipment	6,666.67	80,000
Mileage	3,571.00	42,852
Telephone	6,816.67	81,800
Bulk Metered Postage	250.00	3,000
Travel/Conferences	541.67	6,500
Outside Conference Facilities	166.67	2,000
Rent/Lease Equipment	833.33	10,000
Maintenance - Equipment	250.00	3,000
Maintenance of Land & Building	2,862.58	34,231
Reprographics	1,512.50	18,150
Workshops	333.33	4,000
Outside Printing	333.33	4,000
Copier	3,937.50	47,250
Micro Software	500.00	6,000
Micro Parts	350.00	4,200
Operations Supplies	1,054.33	12,652
Utilities/Housekeeping	8,762.83	105,154
Operations Services	6,854.50	79,854
Security Services	15,043.17	180,518
Rent/Lease - Land & Building	71,323.67	855,884
Operating Costs - Subtotal	149,037.92	(j)

Sub-Contracted costs (from Direct Service Provider Budget)		
Subcontractor 1 - Clothes The Deal	10,416.67	125,000
Subcontractor 2		
Subcontractor 3		
Sub-Contract Costs - Subtotal	(k)	

	Percentage	Yearly Cost
INDIRECT COSTS (List approved %)		
Indirect Cost - Subtotal	7.3%	(l)

Total Direct Services Costs (line i,j,k,l) (m)

Total Contract Cost (line f+m) (n) **\$ 12,805,384**

Notes:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (page 1 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2009 - 6/30/2010
 FISCAL YEAR: 2009 - 2010

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	10,048.00	50.00000%	15,072.00	\$ 180,864
	Classified Administrator*	5	7,206.00	89.40000%	32,210.82	386,530
	Counselor	1	5,104.00	60.00000%	3,062.40	36,749
	Site Manager	11	6,774.00	50.00000%	37,257.00	447,084
	Employment Coaches	87	4,688.00	99.65518%	406,449.63	4,877,396
	Support Services Staff	13	4,224.00	83.84610%	46,041.57	552,499
	Support Staff Interns				7,500.00	90,000
	Clerical Limited Term				5,833.33	70,000
	Clerical Overtime				666.66	8,000
	*Administrative Staff					
Total Salaries:					554,093.41	\$ 6,649,122

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Counselor	Site Manager	Employment Coaches	TOTAL
Health Plan (3)	\$ 31,906.50	\$ 53,177.51	\$ 10,009.30	\$ 116,990.50	\$ 870,809.03	\$ 1,082,893
Dental Plan (Included in Health Plan)						
Retirement	29,840.80	53,950.70	5,053.45	105,648.24	610,687.78	805,181
SUI	180.86	216.18	30.63	447.06	2,447.06	3,322
Social Security and/or Medicare	5,244.74	33,076.04	888.18	59,717.32	374,399.87	473,326
Worker's Compensation	22,425.80	26,806.72	3,797.73	55,436.38	303,435.19	411,902
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 89,598.70	\$ 167,227.15	\$ 19,779.29	\$ 338,239.50	\$ 2,161,778.93	\$ 2,776,624
% Time Allocation	50.00000%	89.40000%	60.00000%	50.00000%	99.65518%	
Total Fringe Benefits (4):	\$ 44,799.35	\$ 149,501.07	\$ 11,867.57	\$ 169,119.75	\$ 2,154,324.68	\$ 2,529,612

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

PERSONNEL SCHEDULE (page 2 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2009 - 6/30/2010
 FISCAL YEAR: 2009 - 2010

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
Total Salaries: \$						\$ -

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Support Services Staff	Support Staff Interns	Clerical Limited Term	Clerical Overtime	(5)	TOTAL
Health Plan (3)	\$ 134,896.06					\$ 134,896
Dental Plan (Included in Health Plan)	82,217.22					82,217
Retirement	329.45	45.00	35.00	\$ 4.00		413
SUI	50,405.66	6,885.00	5,355.00	612.00		63,258
Social Security and/or Medicare	40,851.64	5,580.00	4,340.00	496.00		51,268
Worker's Compensation						
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 308,700.03	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 332,052
% Time Allocation	83.84610%	100.00000%	100.00000%	100.00000%		
Total Fringe Benefits (4):	\$ 258,832.94	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 282,185

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Justification
Other Books	\$780	Funds are required to purchase books that benefit the program and clients. This allows staff to remain current on the latest techniques and literature in the area of job readiness and career preparation. Cost is based on prior years' expenditure for this program.
Instructional Materials	\$107,800	Funds are required to provide instructional materials for client and staff use. Materials include the Job Preparation Guide, work-sheets, and activities that go along with this curriculum. Additional instructional materials that directly benefit the client may also be purchased.
Office Supplies	\$108,830	Funds are required to provide office supplies to staff in all regions and to GAIN Job Services administration. Over 300 individual items are warehoused and inventoried for staff to service our clients. Cost is based on prior years' expenditure for this program. Latest increase due to supplies for additional staff to service additional classes/clients under the new model.
Non-capitalized Equipment	\$90,000	Please refer to EDP Schedule/Justification.
Mileage	\$45,852	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes costs for staff based in all regions as well as GAIN Job Services administration. Cost is based on prior years' expenditure for this program.
Travel/Conference	\$8,500	Funds are required to allow staff to attend and present at conferences such as the annual CalWORKs summit and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Outside Conference Facilities	\$2,000	Funds are required to rent outside conference facilities on an as-needed basis when LACOE facilities are unavailable or unsuitable for conference needs. Cost is based on prior years' expenditure for this program.
Insurance-Other	\$4,500	Funds are required to cover auto insurance costs on GAIN vehicles required to make deliveries to support job club sites. Cost is based on prior years' expenditure for this program.
Rent/Lease-Equipment	\$11,000	Funds are required for pager rental for GAIN Job Services' administrators and Site Managers. These funds would also be utilized to lease a van and truck to make deliveries to sites. (Van \$330 per month/Truck \$550 per month)
Maintenance-Equipment	\$4,000	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item Budget Narrative Justification		
Reprographics	\$18,150	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$111,800	Funds are required for telephone service at job club sites in all regions and telephone service for contract staff located at LACOE Headquarters. Site telephone costs include a "phone bank" at each site consisting of 8-18 phones for participants to call potential employers. This amount also includes cell phone costs for select managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program. Funds are included for phones needed for additional space in Burbank and Carson to service new model clients.
Bulk Metered Postage	\$3,000	Funds are required to allow staff to mail letters, notices (6006s, 6007s), and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Workshops	\$5,000	Funds are required for staff to attend LACOE sponsored workshops including those sponsored by the LACOE Workforce and Organization Development. These cost-effective workshops provide opportunities for professional growth. Cost is based on prior years' expenditure for this program.
Outside Printing	\$4,000	Funds are required to print materials with an outside printing vendor when the LACOE Reprographics Unit cannot process the requested job. All jobs are coordinated and monitored by the LACOE Reprographics Supervisor. Cost is based on prior years' expenditure for this program.
Copier	\$53,250	Funds are required for copier expense incurred at all job club sites and at LACOE Headquarters. LACOE follows standard procurement bidding guidelines to contract with appropriate vendors. Cost is based on prior years' expenditure for this program.
Micro Software	\$7,000	Funds are required to purchase needed computer software. This includes purchases of new software as well as updates of other software to make them current. Program estimates include multiple computers for each job club site to enhance participant job search capabilities. Cost is based on prior years' expenditure for this program.
Micro Parts	\$5,000	Funds are required to purchase computer parts to repair machines at job club sites and LACOE Headquarters. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Narrative	Amount
Contract Services-Clothes the Deal	\$125,000 Funds are required for Clothes the Deal to facilitate the donation and collection of larger sized clothing for GAIN clients. CTD would establish clothing drives and work with large companies and retail stores targeting larger clothing. These funds would allow CTD to expand activities to increase number of items available for clients.	
Contract Services-Translators/ Language Line	\$95,000 Funds would be utilized as needed to hire translators or contract with Language Line to serve NE-NS speaking clients. Language Line is only used when no translators are available.	
Contract Services-Other	\$12,576 Funds are required to contract for services with organizations outside of LACOE. Contracts with outside agencies are under consideration to improve our computerized attendance system which would better serve the needs of our clients.	
Contract Services-Temporary Agency	\$5,000 Funds are required for temporary clerical personnel from an outside agency when LACOE temporary assistance is not available. Cost is based on prior years' expenditure for this program.	
Contract Services-Food	\$3,000 Funds are required to contract for food services at events sponsored by LACOE GAIN or at the request of DPSS. Cost is based on prior years' expenditure for this program.	
Building Operations	\$158,857 Funds are required for building maintenance expenses, operating services, and operating supplies at all GAIN job club sites and LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Contract custodian cost for job club sites is included in this estimate. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.	
Utilities/Housekeeping	\$137,952 Funds are required to pay for utilities at all GAIN job club sites and at LACOE Headquarters. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.	
Security Services	\$185,518 Funds are required for security services at all GAIN job club sites and LACOE Headquarters. Staff and client security is a major priority for our division. Cost is based on prior years' expenditure for this program. Funds required for increased officer hours as needed.	
Staff Services	\$100,000 Funds are required for staff services performed by other LACOE divisions at GAIN job club sites in all regions and at LACOE Headquarters. Other divisions' personnel (including custodians at GAIN HQ in Downey, Facility Planners, etc.), perform services and actual documented salary costs are charged to this account.	

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Justification
Rent/Lease Building	\$1,015,884	Funds are required for rent/leases at GAIN job club sites and at LACOE Headquarters. Leased job club site spaces include Airport, Lancaster, El Monte, Pomona, Downtown, Carson, Downey, and East Los Angeles. Cost is based on prior years' expenditure for this program along includes funds to lease space in Carson, Pomona, East Los Angeles and Burbank to service "phase in" clients.
Office of Employee Relations	\$12,584	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$31,436	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$871,196	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (GAIN Job Services)

PROJECT NAME:	GAIN JOB SERVICES PROGRAM		
CONTRACTOR:	L.A. County Office of Education	CONTACT PERSON:	Mary Williams
CONTRACT PERIOD:	7/01/2009 - 6/30/2010	TELEPHONE NUMBER:	(562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN JOB SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2009-2010

Contact Person	Mary Williams
----------------	---------------

MOU Date:

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer System	70	\$1,000.00	\$70,000.00
2	Laser Printer	12	\$1,000.00	\$12,000.00
3	Fax Machine	4	\$500.00	\$2,000.00
4	Video Camera	4	\$500.00	\$2,000.00
5	Overhead Projectors	4	\$300.00	\$1,200.00
6	TV/VCR combos	2	\$400.00	\$800.00
7	Digital Camera	6	\$300.00	\$1,800.00
8	Ink Jet Printer	2	\$100.00	\$200.00
		GRAND TOTAL		\$90,000.00

DPSS Review Approval _____
 Name: _____ Title: _____
 Division/Section: _____ Date: _____
 In accordance with Section 87(2)(b) this document contains neither
 recommendations nor conclusions of the FBI. It is the property of the FBI
 and is loaned to your agency; it and its contents are not to be distributed
 outside your agency.

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN JOB SERVICES PROGRAM

Fiscal Year: 2009 - 2010

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

LACOE GAIN strives to provide high quality job readiness services to GAIN participants in the most efficient and cost-effective way possible. Computers and printers are used by participants to create high quality resumes and do internet job searches. Some computers will be used by LACOE staff to create required reports. Video cameras, digital cameras, overhead projectors, ink jet printers, fax machines, and TV/VCR combos are used at all job club sites to teach participants job readiness skills and assist them in finding employment.

Our goal is to provide up-to-date, working technology to all of our sites. The requested computers would be used to replace broken, out-dated equipment. Similarly, the other equipment requested would mainly be used as "replacement" equipment and would only be purchased on an as-needed basis.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
 CONTRACT PERIOD: 7/01/2010 - 6/30/2011
 FISCAL YEAR: 2010-2011

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost
<u>Salaries and Benefits for Administrative Staff:</u>		
Salaries (from Personnel Schedule)	(a)	\$ 575,887
Fringe Benefits (from Personnel Schedule)	(b)	197,215
Personnel Subtotal (line a+b)	(c)	\$ 773,102

ADMINISTRATIVE OPERATING COSTS	Monthly Cost	Yearly Cost
Office Supplies	833.33	\$ 10,000
Non-Capitalized Equipment	833.33	10,000
Mileage	250.00	3,000
Travel/Conferences	166.67	2,000
Rent/Lease - Equipment	83.33	1,000
Maintenance - Equipment	83.33	1,000
Workshops	83.33	1,000
Copier	500.00	6,000
Micro Software	83.33	1,000
Micro Parts	66.67	800
Telephone	2,500.00	30,000
Insurance-Other	376.00	4,500
Contract Services - Other	8,964.67	107,576
Contract Services - Temporary Agency	416.67	5,000
Contract Services - Food	250.00	3,000
Maintenance of Land & Building	1,100.00	13,200
Operations Supplies	318.67	3,824
Utilities/Housekeeping	2,733.17	32,798
Operations Services	1,258.00	15,096
Security Services	416.67	5,000
Staff Services	8,333.33	100,000
Rent/Lease - Land & Building	13,333.33	160,000
Office of Employee Relations	1,048.67	12,584
FSSGC (Accounting)	2,619.67	31,436
Operating Costs - Subtotal	46,651.17	(d) \$ 559,844

INDIRECT COSTS (List approved %)	Percentage	Yearly Cost
Indirect Cost - Subtotal	7.3%	(e) \$ 40,800
Total Administrative Cost (The sum of line c,d,e)	(f)	\$ 600,644

DIRECT SERVICES COSTS:

		Cost
<u>Salaries and Benefits for Staff Providing Direct Services:</u>		
Salaries (from Personnel Schedule)	(g)	\$ 6,170,016
Fringe Benefits (from Personnel Schedule)	(h)	2,656,405
Personnel Subtotal (line g+h)	(i)	\$ 8,826,421

DIRECT SERVICES OPERATING COSTS	Monthly Cost	Yearly Cost
Other Books	\$ 65.00	\$ 780
Instructional Materials	8,983.33	107,800
Office Supplies	8,235.83	98,830
Non-Capitalized Equipment	6,666.67	80,000
Mileage	3,571.00	42,852
Telephone	6,816.67	81,800
Bulk Metered Postage	250.00	3,000
Travel/Conferences	541.67	6,500
Outside Conference Facilities	166.67	2,000
Rent/Lease Equipment	833.33	10,000
Maintenance - Equipment	250.00	3,000
Maintenance of Land & Building	2,852.56	34,231
Reprographics	1,512.50	18,150
Workshops	333.33	4,000
Outside Printing	333.33	4,000
Copier	3,937.50	47,250
Micro Software	500.00	6,000
Micro Parts	350.00	4,200
Operations Supplies	1,054.33	12,652
Utilities/Housekeeping	8,762.63	105,154
Operations Services	6,654.50	79,854
Security Services	15,043.17	180,518
Rent/Lease - Land & Building	71,323.67	855,884
Operating Costs - Subtotal	149,037.92	(j) \$ 1,790,884

Sub-Contracted costs (from Direct Service Provider Budget)		
Subcontractor 1 - Clothes The Deal	10,416.67	125,000
Subcontractor 2		
Subcontractor 3		
Sub-Contract Costs - Subtotal	(k)	\$ 125,000

INDIRECT COSTS (List approved %)	Percentage	Yearly Cost
Indirect Cost - Subtotal	7.3%	(l) \$ 9,501

Total Direct Services Costs (line i,j,k,l) (m) \$ 1,925,385

Total Contract Cost (line f+m) (n) \$ 12,954,106

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

PERSONNEL SCHEDULE (page 1 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2010 - 6/30/2011
 FISCAL YEAR: 2010 - 2011

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	10,198.00	50.000000%	15,297.00	\$ 183,564
	Classified Administrator*	5	7,314.00	89.400000%	32,693.58	392,323
	Counselor	1	5,181.00	60.000000%	3,108.60	37,303
	Site Manager	11	6,875.00	50.000000%	37,812.50	453,750
	Employment Coaches	87	4,758.00	99.65518%	412,518.63	4,950,224
	Support Services Staff	13	4,287.00	83.84610%	46,728.27	560,739
	Support Staff Interns				7,500.00	90,000
	Clerical Limited Term				5,833.33	70,000
	Clerical Overtime				666.66	8,000
	*Administrative Staff					
Total Salaries:					562,158.57	\$ 6,745,903

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Counselor	Site Manager	Employment Coaches	TOTAL
Health Plan (3)	\$ 32,385.00	\$ 53,975.00	\$ 10,159.40	\$ 118,745.00	\$ 883,867.73	\$ 1,099,132
Dental Plan (Included in Health Plan)						
Retirement	30,288.40	54,759.97	5,129.25	107,232.96	619,848.10	817,259
SUI	183.56	219.43	31.08	453.78	2,483.76	3,372
Social Security and/or Medicare	5,323.42	33,572.18	901.50	60,613.08	380,015.86	480,426
Worker's Compensation	22,762.20	27,208.82	3,854.70	56,267.92	307,986.71	418,080
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 90,942.58	\$ 169,735.40	\$ 20,075.93	\$ 343,312.74	\$ 2,194,202.16	\$ 2,818,269
% Time Allocation	50.000000%	89.400000%	60.000000%	50.000000%	99.65518%	
Total Fringe Benefits (4):	\$ 45,471.29	\$ 151,743.45	\$ 12,045.56	\$ 171,656.37	\$ 2,186,636.11	\$ 2,567,553

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

PERSONNEL SCHEDULE (page 2 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2010 - 6/30/2011
 FISCAL YEAR: 2010 - 2011

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
Total Salaries: \$ -						\$ -

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Support Services Staff	Support Staff Interns	Clerical Limited Term	Clerical Overtime	(5)	TOTAL
Health Plan (3)	\$ 136,918.97					\$ 136,919
Dental Plan (Included in Health Plan)						
Retirement	83,450.48					83,451
SUI	334.39	\$ 45.00	\$ 35.00	\$ 4.00		418
Social Security and/or Medicare	51,161.75	6,885.00	5,355.00	612.00		64,014
Worker's Compensation	41,464.42	5,580.00	4,340.00	496.00		51,880
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 313,330.01	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 336,682
% Time Allocation	83.84610%	100.00000%	100.00000%	100.00000%		
Total Fringe Benefits (4):	\$ 262,714.99	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 286,067

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (GAIN Job Services)

Line Item	Name & Justification	
Other Books	\$780	Funds are required to purchase books that benefit the program and clients. This allows staff to remain current on the latest techniques and literature in the area of job readiness and career preparation. Cost is based on prior years' expenditure for this program.
Instructional Materials	\$107,800	Funds are required to provide instructional materials for client and staff use. Materials include the Job Preparation Guide, work-sheets, and activities that go along with this curriculum. Additional instructional materials that directly benefit the client may also be purchased.
Office Supplies	\$108,830	Funds are required to provide office supplies to staff in all regions and to GAIN Job Services administration. Over 300 individual items are warehoused and inventoried for staff to service our clients. Cost is based on prior years' expenditure for this program. Latest increase due to supplies for additional staff to service additional classes/clients under the new model.
Non-capitalized Equipment	\$90,000	Please refer to EDP Schedule/Justification.
Mileage	\$45,852	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes costs for staff based in all regions as well as GAIN Job Services administration. Cost is based on prior years' expenditure for this program.
Travel/Conference	\$8,500	Funds are required to allow staff to attend and present at conferences such as the annual CalWORKs summit and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Outside Conference Facilities	\$2,000	Funds are required to rent outside conference facilities on an as-needed basis when LACOE facilities are unavailable or unsuitable for conference needs. Cost is based on prior years' expenditure for this program.
Insurance-Other	\$4,500	Funds are required to cover auto insurance costs on GAIN vehicles required to make deliveries to support job club sites. Cost is based on prior years' expenditure for this program.
Rent/Lease-Equipment	\$11,000	Funds are required for pager rental for GAIN Job Services' administrators and Site Managers. These funds would also be utilized to lease a van and truck to make deliveries to sites. (Van \$330 per month/Truck \$550 per month)
Maintenance-Equipment	\$4,000	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Description
Reprographics	\$18,150	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$111,800	Funds are required for telephone service at job club sites in all regions and telephone service for contract staff located at LACOE Headquarters. Site telephone costs include a "phone bank" at each site consisting of 8-18 phones for participants to call potential employers. This amount also includes cell phone costs for select managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program. Funds are included for phones needed for additional space in Burbank and Carson to service new model clients.
Bulk Metered Postage	\$3,000	Funds are required to allow staff to mail letters, notices (6006s, 6007s), and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Workshops	\$5,000	Funds are required for staff to attend LACOE sponsored workshops including those sponsored by the LACOE Workforce and Organization Development. These cost-effective workshops provide opportunities for professional growth. Cost is based on prior years' expenditure for this program.
Outside Printing	\$4,000	Funds are required to print materials with an outside printing vendor when the LACOE Reprographics Unit cannot process the requested job. All jobs are coordinated and monitored by the LACOE Reprographics Supervisor. Cost is based on prior years' expenditure for this program.
Copier	\$53,250	Funds are required for copier expense incurred at all job club sites and at LACOE Headquarters. LACOE follows standard procurement bidding guidelines to contract with appropriate vendors. Cost is based on prior years' expenditure for this program.
Micro Software	\$7,000	Funds are required to purchase needed computer software. This includes purchases of new software as well as updates of other software to make them current. Program estimates include multiple computers for each job club site to enhance participant job search capabilities. Cost is based on prior years' expenditure for this program.
Micro Parts	\$5,000	Funds are required to purchase computer parts to repair machines at job club sites and LACOE Headquarters. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Challenge Narrative Justification		
Contract Services-Clothes the Deal	\$125,000	Funds are required for Clothes the Deal to facilitate the donation and collection of larger sized clothing for GAIN clients. CTD would establish clothing drives and work with large companies and retail stores targeting larger clothing. These funds would allow CTD to expand activities to increase number of items available for clients.
Contract Services-Translators/ Language Line	\$95,000	Funds would be utilized as needed to hire translators or contract with Language Line to serve NE-NS speaking clients. Language Line is only used when no translators are available.
Contract Services-Other	\$12,576	Funds are required to contract for services with organizations outside of LACOE. Contracts with outside agencies are under consideration to improve our computerized attendance system which would better serve the needs of our clients.
Contract Services-Temporary Agency	\$5,000	Funds are required for temporary clerical personnel from an outside agency when LACOE temporary assistance is not available. Cost is based on prior years' expenditure for this program.
Contract Services-Food	\$3,000	Funds are required to contract for food services at events sponsored by LACOE GAIN or at the request of DPSS. Cost is based on prior years' expenditure for this program.
Building Operations	\$158,857	Funds are required for building maintenance expenses, operating services, and operating supplies at all GAIN job club sites and LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Contract custodian cost for job club sites is included in this estimate. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Utilities/Housekeeping	\$137,952	Funds are required to pay for utilities at all GAIN job club sites and at LACOE Headquarters. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Security Services	\$185,518	Funds are required for security services at all GAIN job club sites and LACOE Headquarters. Staff and client security is a major priority for our division. Cost is based on prior years' expenditure for this program. Funds required for increased officer hours as needed.
Staff Services	\$100,000	Funds are required for staff services performed by other LACOE divisions at GAIN job club sites in all regions and at LACOE Headquarters. Other divisions' personnel (including custodians at GAIN HQ in Downey, Facility Planners, etc.), perform services and actual documented salary costs are charged to this account.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative Description
Rent/Lease Building	\$1,015,884	Funds are required for rent/leases at GAIN job club sites and at LACOE Headquarters. Leased job club site spaces include Airport, Lancaster, El Monte, Pomona, Downtown, Carson, Downey, and East Los Angeles. Cost is based on prior years' expenditure for this program along includes funds to lease space in Carson, Pomona, East Los Angeles and Burbank to service "phase in" clients.
Office of Employee Relations	\$12,584	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$31,436	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$881,314	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (GAIN Job Services)

PROJECT NAME:	GAIN JOB SERVICES PROGRAM		
CONTRACTOR:	L.A. County Office of Education	CONTACT PERSON:	Mary Williams
CONTRACT PERIOD:	7/01/2010 - 6/30/2011	TELEPHONE NUMBER:	(562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN JOB SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2010-2011

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer System	70	\$1,000.00	\$70,000.00
2	Laser Printer	12	\$1,000.00	\$12,000.00
3	Fax Machine	4	\$500.00	\$2,000.00
4	Video Camera	4	\$500.00	\$2,000.00
5	Overhead Projectors	4	\$300.00	\$1,200.00
6	TV/VCR combos	2	\$400.00	\$800.00
7	Digital Camera	6	\$300.00	\$1,800.00
8	Ink Jet Printer	2	\$100.00	\$200.00
			GRAND TOTAL	\$90,000.00

DPSB Review/Approval

Name: _____ Title: _____

Signature: _____ Date: _____

Submittal Status: ☒ Yes ☐ No

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN JOB SERVICES PROGRAM

Fiscal Year: 2010 - 2011

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

LACOE GAIN strives to provide high quality job readiness services to GAIN participants in the most efficient and cost-effective way possible. Computers and printers are used by participants to create high quality resumes and do internet job searches. Some computers will be used by LACOE staff to create required reports. Video cameras, digital cameras, overhead projectors, ink jet printers, fax machines, and TV/VCR combos are used at all job club sites to teach participants job readiness skills and assist them in finding employment.

Our goal is to provide up-to-date, working technology to all of our sites. The requested computers would be used to replace broken, out-dated equipment. Similarly, the other equipment requested would mainly be used as "replacement" equipment and would only be purchased on an as-needed basis.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
 CONTRACT PERIOD: 7/9/2011 - 6/30/2012
 FISCAL YEAR: 2011 - 2012

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost	
Salaries and Benefits for Administrative Staff:			
	Salaries (from Personnel Schedule)	(a)	\$ 584,541
	Fringe Benefits (from Personnel Schedule)	(b)	200,173
Personnel Subtotal (line a+b)		(c)	
ADMINISTRATIVE OPERATING COSTS			
	Monthly Cost	Yearly Cost	
Office Supplies	833.33	\$	10,000
Non-Capitalized Equipment	833.33		10,000
Mileage	250.00		3,000
Travel/Conferences	166.67		2,000
Rent/Lease Equipment	83.33		1,000
Maintenance - Equipment	83.33		1,000
Workshops	83.33		1,000
Copier	500.00		6,000
Micro Software	83.33		1,000
Micro Parts	66.67		800
Telephone	2,500.00		30,000
Insurance-Other	375.00		4,500
Contract Services - Other	8,964.67		107,576
Contract Services - Temporary Agency	416.67		5,000
Contract Services - Food	250.00		3,000
Maintenance of Land & Building	1,100.00		13,200
Operations Supplies	316.67		3,824
Utilities/Housekeeping	2,733.17		32,798
Operations Services	1,258.00		15,096
Security Services	416.67		5,000
Staff Services	8,333.33		100,000
Rent/Lease - Land & Building	13,333.33		160,000
Office of Employee Relations	1,048.67		12,584
GPM (Accounting)	2,619.67		31,436
Operating Costs - Subtotal	46,651.17	(d)	
	Percentage	Yearly Cost	
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	7.3%	(e)	
Total Administrative Cost (The sum of line c,d,e)		(f)	

DIRECT SERVICES COSTS:

		Cost	
Salaries and Benefits for Staff Providing Direct Services:			
	Salaries (from Personnel Schedule)	(g)	\$ 6,280,852
	Fringe Benefits (from Personnel Schedule)	(h)	2,695,901
Personnel Subtotal (line g+h)		(i)	
DIRECT SERVICES OPERATING COSTS		Monthly Cost	Yearly Cost
Other Books	\$ 65.00	\$ 780	
Instructional Materials	8,983.33	107,800	
Office Supplies	8,236.83	98,830	
Non-Capitalized Equipment	6,666.67	80,000	
Mileage	3,571.00	42,852	
Telephone	6,816.67	81,800	
Bulk Metered Postage	250.00	3,000	
Travel/Conferences	541.67	6,500	
Outside Conference Facilities	166.67	2,000	
Rent/Lease Equipment	833.33	10,000	
Maintenance - Equipment	250.00	3,000	
Maintenance of Land & Building	2,852.58	34,231	
Reprographics	1,512.50	18,150	
Workshops	333.33	4,000	
Outside Printing	333.33	4,000	
Copier	3,937.50	47,250	
Micro Software	500.00	6,000	
Micro Parts	350.00	4,200	
Operations Supplies	1,054.33	12,652	
Utilities/Housekeeping	8,762.83	105,154	
Operations Services	6,654.50	79,854	
Security Services	15,043.17	180,518	
Rent/Lease - Land & Building	71,323.67	855,884	
Operating Costs - Subtotal	149,037.92	(j)	
Sub-Contracted costs (from Direct Service Provider Budget)			
Subcontractor 1 - Clothes The Deal	10,416.67		125,000
Subcontractor 2			
Subcontractor 3			
Sub-Contract Costs - Subtotal		(k)	
	Percentage	Yearly Cost	
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	7.3%	(l)	
Total Direct Services Costs (line i,j,k,l)		(m)	
Total Contract Cost (line f+m)		(n)	

Note:

- (1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
 (2) All costs must be reasonable and prorated by the percentage of use in serving specified target population.

PERSONNEL SCHEDULE (page 1 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2011 - 6/30/2012
 FISCAL YEAR: 2011 - 2012

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Certificated Administrator*	3	10,351.00	50.000000%	15,526.50	\$ 186,318
	Classified Administrator*	5	7,424.00	89.400000%	33,185.28	398,223
	Counselor	1	5,259.00	60.000000%	3,155.40	37,865
	Site Manager	11	6,979.00	50.000000%	38,384.50	460,614
	Employment Coaches	87	4,830.00	99.65518%	418,761.03	5,025,132
	Support Services Staff	13	4,352.00	83.84610%	47,436.77	569,241
	Support Staff Interns				7,500.00	90,000
	Clerical Limited Term				5,833.33	70,000
	Clerical Overtime				666.66	8,000
	*Administrative Staff					
Total Salaries:					570,449.47	\$ 6,845,393

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	Certificated Administrator	Classified Administrator	Counselor	Site Manager	Employment Coaches	TOTAL
Health Plan (3)	\$ 32,870.70	\$ 54,784.50	\$ 10,311.80	\$ 120,525.90	\$ 897,126.44	\$ 1,115,619
Dental Plan (Included in Health Plan)						
Retirement	30,742.72	55,581.36	5,206.18	108,841.46	629,145.82	829,518
SUI	186.32	222.72	31.55	460.58	2,521.02	3,422
Social Security and/or Medicare	5,403.26	34,075.76	915.03	61,522.26	385,716.11	487,632
Worker's Compensation	23,103.62	27,616.97	3,912.53	57,111.94	312,606.52	424,352
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 92,306.62	\$ 172,281.31	\$ 20,377.09	\$ 348,462.14	\$ 2,227,115.91	\$ 2,860,543
% Time Allocation	50.000000%	89.400000%	60.000000%	50.000000%	99.65518%	
Total Fringe Benefits (4):	\$ 46,153.31	\$ 154,019.49	\$ 12,226.25	\$ 174,231.07	\$ 2,219,436.37	\$ 2,606,066

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Caretaker's Plan
- (4) Fringe Benefit Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

PERSONNEL SCHEDULE (page 2 of 2) (GAIN JOB SERVICES)

CONTRACTOR: Los Angeles County Office of Education
 CONTRACT PERIOD: 7/01/2011 - 6/30/2012
 FISCAL YEAR: 2011 - 2012

CONTACT PERSON: Mary Williams
 TELEPHONE NUMBER: (562) 922-8610

Section I

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
Total Salaries: \$						\$ -

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION		Support Services Staff	Support Staff Interns	Clerical Limited Term	Clerical Overtime	(5)	TOTAL
Health Plan (3)		\$ 138,972.88					\$ 138,973
Dental Plan (Included in Health Plan)		84,702.23					84,702
Retirement		339.41	\$ 45.00	\$ 35.00	\$ 4.00		424
SUI		51,929.17	6,885.00	5,355.00	612.00		64,781
Social Security and/or Medicare		42,066.38	5,580.00	4,340.00	496.00		52,502
Worker's Compensation							
Long-Term Disability							
Holidays							
Sick Leave							
Vacation							
Life Insurance							
Fringe Benefits per Classification							
Fringe Benefit Subtotal		\$ 318,030.07	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 341,382
% Time Allocation		83.84610%	100.00000%	100.00000%	100.00000%		
Total Fringe Benefits (4):		\$ 286,655.81	\$ 12,510.00	\$ 9,730.00	\$ 1,112.00		\$ 290,008

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative
Other Books	\$780	Funds are required to purchase books that benefit the program and clients. This allows staff to remain current on the latest techniques and literature in the area of job readiness and career preparation. Cost is based on prior years' expenditure for this program.
Instructional Materials	\$107,800	Funds are required to provide instructional materials for client and staff use. Materials include the Job Preparation Guide, work-sheets, and activities that go along with this curriculum. Additional instructional materials that directly benefit the client may also be purchased.
Office Supplies	\$108,830	Funds are required to provide office supplies to staff in all regions and to GAIN Job Services administration. Over 300 individual items are warehoused and inventoried for staff to service our clients. Cost is based on prior years' expenditure for this program. Latest increase due to supplies for additional staff to service additional classes/clients under the new model.
Non-capitalized Equipment	\$90,000	Please refer to EDP Schedule/Justification.
Mileage	\$45,852	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.465 per mile. Amount includes costs for staff based in all regions as well as GAIN Job Services administration. Cost is based on prior years' expenditure for this program.
Travel/Conference	\$8,500	Funds are required to allow staff to attend and present at conferences such as the annual CalWORKs summit and other professional development opportunities. Cost is based on prior years' expenditure for this program.
Outside Conference Facilities	\$2,000	Funds are required to rent outside conference facilities on an as-needed basis when LACOE facilities are unavailable or unsuitable for conference needs. Cost is based on prior years' expenditure for this program.
Insurance-Other	\$4,500	Funds are required to cover auto insurance costs on GAIN vehicles required to make deliveries to support job club sites. Cost is based on prior years' expenditure for this program.
Rent/Lease-Equipment	\$11,000	Funds are required for pager rental for GAIN Job Services' administrators and Site Managers. These funds would also be utilized to lease a van and truck to make deliveries to sites. (Van \$330 per month/Truck \$550 per month)
Maintenance-Equipment	\$4,000	Funds are required to repair equipment such as computers, fax machines, or printers on an as-needed basis. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Category	Narrative	Budget
Reprographics	\$18,150	Funds are required for duplication of materials as needed by the LACOE Reprographics Units. Cost is based on prior years' expenditure for this program.
Telephone	\$111,800	Funds are required for telephone service at job club sites in all regions and telephone service for contract staff located at LACOE Headquarters. Site telephone costs include a "phone bank" at each site consisting of 8-18 phones for participants to call potential employers. This amount also includes cell phone costs for select managers. All phone bills are reviewed by management to ensure appropriate use of equipment. Cost is based on prior years' expenditure for this program. Funds are included for phones needed for additional space in Burbank and Carson to service new model clients.
Bulk Metered Postage	\$3,000	Funds are required to allow staff to mail letters, notices (6006s, 6007s), and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Workshops	\$5,000	Funds are required for staff to attend LACOE sponsored workshops including those sponsored by the LACOE Workforce and Organization Development. These cost-effective workshops provide opportunities for professional growth. Cost is based on prior years' expenditure for this program.
Outside Printing	\$4,000	Funds are required to print materials with an outside printing vendor when the LACOE Reprographics Unit cannot process the requested job. All jobs are coordinated and monitored by the LACOE Reprographics Supervisor. Cost is based on prior years' expenditure for this program.
Copier	\$53,250	Funds are required for copier expense incurred at all job club sites and at LACOE Headquarters. LACOE follows standard procurement bidding guidelines to contract with appropriate vendors. Cost is based on prior years' expenditure for this program.
Micro Software	\$7,000	Funds are required to purchase needed computer software. This includes purchases of new software as well as updates of other software to make them current. Program estimates include multiple computers for each job club site to enhance participant job search capabilities. Cost is based on prior years' expenditure for this program.
Micro Parts	\$5,000	Funds are required to purchase computer parts to repair machines at job club sites and LACOE Headquarters. Cost is based on prior years' expenditure for this program.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Description
Contract Services-Clothes the Deal	\$125,000	Funds are required for Clothes the Deal to facilitate the donation and collection of larger sized clothing for GAIN clients. CTD would establish clothing drives and work with large companies and retail stores targeting larger clothing. These funds would allow CTD to expand activities to increase number of items available for clients.
Contract Services-Translators/ Language Line	\$95,000	Funds would be utilized as needed to hire translators or contract with Language Line to serve NE-NS speaking clients. Language Line is only used when no translators are available.
Contract Services-Other	\$12,576	Funds are required to contract for services with organizations outside of LACOE. Contracts with outside agencies are under consideration to improve our computerized attendance system which would better serve the needs of our clients.
Contract Services-Temporary Agency	\$5,000	Funds are required for temporary clerical personnel from an outside agency when LACOE temporary assistance is not available. Cost is based on prior years' expenditure for this program.
Contract Services-Food	\$3,000	Funds are required to contract for food services at events sponsored by LACOE GAIN or at the request of DPSS. Cost is based on prior years' expenditure for this program.
Building Operations	\$158,857	Funds are required for building maintenance expenses, operating services, and operating supplies at all GAIN job club sites and LACOE Headquarters. These services include ongoing maintenance charges as well as one-time repair fees. Contract custodian cost for job club sites is included in this estimate. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Utilities/Housekeeping	\$137,952	Funds are required to pay for utilities at all GAIN job club sites and at LACOE Headquarters. Cost is based on prior years' expenditure for this program. Funds are included for additional space if needed to service new model clients.
Security Services	\$185,518	Funds are required for security services at all GAIN job club sites and LACOE Headquarters. Staff and client security is a major priority for our division. Cost is based on prior years' expenditure for this program. Funds required for increased officer hours as needed.
Staff Services	\$100,000	Funds are required for staff services performed by other LACOE divisions at GAIN job club sites in all regions and at LACOE Headquarters. Other divisions' personnel (including custodians at GAIN HQ in Downey, Facility Planners, etc.), perform services and actual documented salary costs are charged to this account.

Contract Budget Narrative (GAIN Job Services)

Line Item	Amount	Narrative/Justification
Rent/Lease Building	\$1,015,884	Funds are required for rent/leases at GAIN job club sites and at LACOE Headquarters. Leased job club site spaces include Airport, Lancaster, El Monte, Pomona, Downtown, Carson, Downey, and East Los Angeles. Cost is based on prior years' expenditure for this program along includes funds to lease space in Carson, Pomona, East Los Angeles and Burbank to service "phase in" clients.
Office of Employee Relations	\$12,584	Funds are required for a percentage of LACOE Office of Employee Relations. Each program is charged a percentage of its total salaries. Amount estimated on prior years' expenditure.
FSSGC (Accounting)	\$31,436	Funds are required for LACOE Federal, State, Special Grants and Contracts unit. This unit handles accounting and invoicing for this program. Funds are allocated based on actual program usage. Amount estimated based on prior years' expenditures.
Indirect Cost	\$891,676	Funds are required for indirect LACOE services such as Payroll, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. Additional programs that were previously charged to the Allocated Direct Support line item are now included in this higher rate. They are Personnel Commission, Personnel Services, Records Management, and Technet Support Services. The new LACOE Indirect Rate for this program is 7.3%.

DIRECT SERVICE PROVIDER BUDGET (GAIN Job Services)

PROJECT NAME:	GAIN JOB SERVICES PROGRAM		
CONTRACTOR:	L.A. County Office of Education	CONTACT PERSON:	Mary Williams
CONTRACT PERIOD:	7/01/2011 - 6/30/2012	TELEPHONE NUMBER:	(562) 922-8610

DIRECT SERVICES (1)

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Not Applicable			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total Direct Services Cost				

Footnote:

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

GAIN JOB SERVICES PROGRAM

Department or Agency Los Angeles County Office of Education

Fiscal Year: 2011-2012

Contact Person Mary Williams

MOU Date: _____

Phone No. (562) 922-8610

Contract # _____

EDP EQUIPMENT SCHEDULE

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer System	70	\$1,000.00	\$70,000.00
2	Laser Printer	12	\$1,000.00	\$12,000.00
3	Fax Machine	4	\$500.00	\$2,000.00
4	Video Camera	4	\$500.00	\$2,000.00
5	Overhead Projectors	4	\$300.00	\$1,200.00
6	TV/VCR combos	2	\$400.00	\$800.00
7	Digital Camera	6	\$300.00	\$1,800.00
8	Ink Jet Printer	2	\$100.00	\$200.00
			GRAND TOTAL	\$90,000.00

DPSIS Review / Approval

Name: _____ Title: _____

Division/Section: _____ Date: _____

Signature: _____

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."
- No EDP equipment over \$5,000 per item.

GAIN JOB SERVICES PROGRAM

Fiscal Year: 2011 - 2012

EDP EQUIPMENT SCHEDULE

JUSTIFICATION

LACOE GAIN strives to provide high quality job readiness services to GAIN participants in the most efficient and cost-effective way possible. Computers and printers are used by participants to create high quality resumes and do internet job searches. Some computers will be used by LACOE staff to create required reports. Video cameras, digital cameras, overhead projectors, ink jet printers, fax machines, and TV/VCR combos are used at all job club sites to teach participants job readiness skills and assist them in finding employment.

Our goal is to provide up-to-date, working technology to all of our sites. The requested computers would be used to replace broken, out-dated equipment. Similarly, the other equipment requested would mainly be used as "replacement" equipment and would only be purchased on an as-needed basis.

Prepared by: Steve Yamarone

Phone No. 562-922-8604

EXHIBIT C
CONTRACTOR'S
EQUAL EMPLOYMENT OPPORTUNITY (EEO) CERTIFICATION

EXHIBIT C

CONTRACTOR'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) CERTIFICATION

Contractor's Name: _____

Address: _____

Internal Revenue Service Employer Identification Number: _____

GENERAL

In accordance with Subchapter VI of the *Civil Rights Act of 1964*, 42 USC Sections 2000e through 2000e-17, Section 504 of the *Rehabilitation Act of 1975*, the *Food Stamp Act of 1977*, the *Welfare and Institutions Code Section 10000*, California Department of Social Services Manual of Policies and Procedures Division 21, and the *Americans with Disabilities Act of 1990*, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, color, religion, ancestry, national origin, age, condition of physical or mental disability, marital status, political affiliation or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S CERTIFICATION

(Circle one)

1. The contractor has a written policy statement prohibiting discrimination in all phases of employment.....Yes No
2. The contractor periodically conducts a self-analysis or utilization analysis of its work force.....Yes No
3. The contractor has a system for determining if its employment practices are discriminatory against protected groups.....Yes No
4. Where problem areas are identified in employment practices, the contractor has a system for taking reasonable corrective action to include establishment of goals or timetables.....Yes No

Name and Title of Signer _____ Signature _____

Date: _____

EXHIBIT D
COUNTY'S ADMINISTRATION

EXHIBIT D

COUNTY'S ADMINISTRATION

CONTRACT NUMBER: _____

COUNTY CONTRACT MANAGER

Name: Sandra Duran
Title: County Contract Manager
Address: 12900 Crossroads Parkway South, East Annex, 2nd floor
City of Industry, CA 91746
Telephone: (562) 908-3006
Facsimile: (562) 908-0590
E-Mail Address: sandraduran@dpss.lacounty.gov

COUNTY CONTRACT ADMINISTRATOR

Name: Nha Le
Title: County Contract Administrator
Address: 12900 Crossroads Parkway South, East Annex, 2nd floor
City of Industry, CA 91746
Telephone: (562) 908-8428
Facsimile: (562) 908-0590
E-Mail Address: nhale@dpss.lacounty.gov

COUNTY CONTRACT PROGRAM MONITOR

Name: Ruben Lopez
Title: County Contract Program Monitor
Address: 12900 Crossroads Parkway South, East Annex, 2nd floor
City of Industry, CA 91746
Telephone: (562) 908-8381
Facsimile: (562) 908-0590
E-Mail Address: rubenlopez@dpss.lacounty.gov

EXHIBIT E
CONTRACTOR'S ADMINISTRATION

EXHIBIT E

CONTRACTOR'S ADMINISTRATION

Contract Number: _____

CONTRACTOR MANAGER

Name: Mary Williams
Title: Director
Address: 9525 E. Imperial Highway
Downey, CA 90242-3009
Telephone: (562) 922-8610
Facsimile: (562) 922-8686
E-Mail Address: Williams_Mary@lacoecoe.edu

CONTRACTOR MANAGER'S ALTERNATE (S)

Name: Clark Lashmett
Title: Coordinator In-Charge
Address: 9525 E. Imperial Highway
Downey, CA 90242-3009
Telephone: (562) 922-8667
Facsimile: (562) 922-8686
E-Mail Address: Lashmett_Clark@lacoecoe.edu

Name: Larry Springer
Title: Coordinator In-Charge
Address: 9525 E. Imperial Highway
Downey, CA 90242-3009
Telephone: (562) 922-8673
Facsimile: (562) 922-8686
E-Mail Address: Springer_Larry@lacoecoe.edu

Notices to Contractor shall be sent to the following address:

Address: 9525 E. Imperial Highway
Downey, CA 90242-3009
Facsimile: (562) 922-8686
E-Mail Address: Williams_Mary@lacoecoe.edu

EXHIBIT F
CONTRACTOR EMPLOYEE ACKNOWLEDGMENT
AND CONFIDENTIALITY AGREEMENT

**CONTRACTOR EMPLOYEE ACKNOWLEDGMENT AND
CONFIDENTIALITY AGREEMENT****GENERAL INFORMATION**

Your employer, _____, has entered into a contract with the County of Los Angeles to provide various services to the County. Therefore, we need your signature on this employee acknowledgment and confidentiality agreement.

ACKNOWLEDGMENT OF EMPLOYER

- *I understand that _____ is my sole employer for purposes of this employment.*
- *I rely exclusively upon _____ for payment of salary and any and all other benefits payable to me or on my behalf during the period of this employment for work performed under the Contract.*
- *I understand and agree that I am not an employee of Los Angeles County for any purposes, and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles during the period of this employment.*
- *I understand and agree that I do not have and will not acquire any rights or benefits pursuant to any agreement between my employer _____ and the County of Los Angeles.*

_____ **(Initial and date)**

CONFIDENTIALITY AGREEMENT

As an employee of _____, you may be involved with work pertaining to County services and if so, you may have access to confidential data pertaining to persons and/or other entities who receive services from the County of Los Angeles. The County of Los Angeles has a legal obligation to protect all confidential data, especially data concerning welfare recipient records. If you are to be involved in County work, the County must ensure that you, too, will protect the confidentiality of all data. Consequently, you must sign this confidentiality agreement as a condition of your work to be provided by _____ for the County.

**CONTRACTOR EMPLOYEE ACKNOWLEDGMENT AND
CONFIDENTIALITY AGREEMENT
(Continued)**

Please read the following Contract and take time to consider it prior to signing:

- *I hereby agree that I will not divulge, to any unauthorized person, data obtained while performing work pursuant to the Contract between _____ and the County of Los Angeles.*
- *I agree to forward all requests for the release of information received by me to my immediate supervisor.*
- *I agree to report any and all violations of the above by any other person and/or by myself to my immediate supervisor.*
- *I agree to return all confidential materials to my immediate supervisor upon termination of my employment with _____ or completion of the presently assigned work task, whichever occurs first.*
- *I acknowledge that violation of this agreement and acknowledgment may subject me to civil and/or criminal action and that the County of Los Angeles will seek all possible legal redress.*

_____ **(Initial and Date)**

CONFLICT OF INTEREST POLICY

I ACKNOWLEDGE MY RESPONSIBILITY TO REPORT MY EMPLOYMENT TO MY ELIGIBILITY WORKER OR SOCIAL WORKER SHOULD I APPLY FOR, AM CURRENTLY, OR BECOME A RECIPIENT OF ANY PUBLIC ASSISTANCE OR SERVICES PROGRAM ADMINISTERED BY DPSS.

These are some of the programs that are administered by DPSS:

- California Work Opportunity and Responsibility for Kids (CalWORKs)
- Los Angeles County General Relief Program (GR)
- California Medi-Cal Program (Medi-Cal)
- Food Stamps Program (FS)
- Social Services to Adults, Children, and Families
- Supervision of Children Placed in Foster Care
- Cuban/Haitian Entrant Program (CHEP)
- Refugee Resettlement Program (RRP)
- Special Circumstances (SC)
- Repatriate Program (Repat)
- Cash Assistance Program for Immigrants (CAPI)

**CONTRACTOR EMPLOYEE ACKNOWLEDGMENT AND
CONFIDENTIALITY AGREEMENT
(Continued)**

CONFLICT OF INTEREST POLICY (Cont.)

DURING THE TIME THAT I HAVE ACCESS TO PUBLIC ASSISTANCE RECORDS WHILE ACTING ON BEHALF OF MY EMPLOYER _____, I AGREE TO REPORT TO MY IMMEDIATE SUPERVISOR THAT I HAVE (WITHIN THE LAST THIRTY [30] DAYS) APPLIED FOR OR AM RECEIVING PUBLIC ASSISTANCE. IF I HAVE ACCESS TO MY OWN, MY RELATIVES, OR CLOSE FRIENDS PUBLIC ASSISTANCE RECORDS, I WILL MAKE THIS KNOWN TO MY IMMEDIATE SUPERVISOR.

I understand that I am to report any of the following relationships and that the COUNTY will screen CONTRACTOR's employees to ensure that reporting responsibilities are being met, and that I shall have no access to my public assistance records or the records of any friend, relative, business relation, personal acquaintance, tenant, or any individual whose relationship could reasonably sway my conduct or performance on the job. Access includes, but is not limited to, determining eligibility for public assistance, transmitting computer data, and physical possession of financial documents or fingerprint images and fingerprint documents.

IT IS YOUR RESPONSIBILITY TO BE AWARE OF POSSIBLE CONFLICTS OF INTEREST AND TO IMMEDIATELY NOTIFY YOUR IMMEDIATE SUPERVISOR IN WRITING OF THE FACTS, SO THAT A DETERMINATION CAN BE MADE OF WHETHER OR NOT SUCH A CONFLICT EXISTS. YOUR REPORT WILL BE HELD IN CONFIDENCE.

Name: _____
(Contractor Employee's Signature)

Date: _____

Name: _____
(Please Print Contractor Employee's Name)

Working Title: _____

Original: Contractor
Copy: Contractor Employee

EXHIBIT G

JURY SERVICE ORDINANCE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies.

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A.** “Contractor” means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B.** “Employee” means any California resident who is a full-time employee of a contractor under the laws of California.
- C.** “Contract” means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.4.0 or a successor provision; or
 - 6. A purchase card pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section PP-1100 or a successor provision.

- D.** “Full time” means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer or the contractor has a long-standing practice that defines a full-time schedule as less than 40 hours per week.

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts, which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable.

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

2.203.050 Other Provisions.

- A.** Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B.** Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract.

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor.

2.203.070. Exceptions.

- A.** Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B.** Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,
2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

2.203.090. Severability.

If a court of competent jurisdiction finds any provision of this chapter invalid, the remaining provisions shall remain in full force and effect.

EXHIBIT G

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The Contractor is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All Contractors, whether a Contractor or Subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the Contractor is exempted from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I. Attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

My business does not meet the definition of "Contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents **or** my company will have and adhere to such a policy prior to award of the Contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

EXHIBIT H
SAFELY SURRENDERED BABY LAW
FACT SHEET

Certainly we would prefer that women seek help while they are pregnant, not after giving birth, to receive proper medical care and counseling. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in a hospital emergency room.

**The California Safely
Surrendered Baby Law:**

Allows a distressed birth parent(s) to legally, confidentially, and safely surrender their baby

Provides a safe place for babies

Protects the parent(s) from arrest or prosecution for abandonment as long as the baby has not been abused or neglected

Does not require that names be given when the baby is surrendered

Permits parents to bring a baby within 3 days of birth to any hospital emergency room in California

**In California, no one ever
has to abandon a child again.**



State of California
Gray Davis, Governor

Health and Human Services Agency
Grantland Johnson, Secretary
Department of Social Services
Rita Saenz, Director

PUB 400 (8/02)

**no shame.
no blame.
no names.**

**now there's a way
to safely surrender
your baby**



What is the Safely Surrendered Baby Law?

It's a new law. Under this law, a person may surrender their baby confidentially. As long as the baby has not been abused or neglected, the person may do so without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for an infant can legally, confidentially and safely surrender their baby within 3 days of birth. All that is required is that the baby be brought to a hospital emergency room in California. If there are additional places, they will be listed on the back of this brochure. As long as the child shows no signs of abuse or neglect, no name or other information is required. A bracelet will be placed on the baby for identification. A matching bracelet will be given to the parent. The bracelet will help connect the parent to the baby if the parent wants the baby back.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows another person to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week.

Does a parent have to tell anything to the people taking the baby?

No. Nothing is required. However, hospital personnel will give the parent a medical information questionnaire that is designed to gather family medical history. This could be very useful in caring for the child but it is up to the parent to complete it.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a foster or pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

What if a parent wants the baby back?

The parent(s) may take the bracelet back to the hospital. Hospital personnel will provide information about the baby.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being hurt or killed because they were abandoned.

You may have heard tragic stories of babies left in dumpsters or public toilets. The persons who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants.

Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

The Eighteenth Safely Surrendered Baby in California

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law.

This baby was the eighteenth child protected under California's Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed in a foster home for short-term care while the adoption process was started.

**Every baby deserves a chance for a healthy life.
If you or someone you know is considering
giving up a child, learn about your options.**

**Los Angeles County
Safely
Surrendered
Baby
Hotline**



(877)BABY SAFE

Toll Free (877) 222-9723

- Call for Information on How to Safely Surrender a Newborn Infant Under the Safely Surrendered Baby Law
- Referrals Provided to Designated Safe Haven Sites
- Referrals Provided to Other Support Services

- Guaranteed Confidentiality
- 7 Days a Week
- 24 Hours a Day
- English and Spanish and 140 Other Languages Spoken



INFO LINE of Los Angeles has been in business since 1981.
INFO LINE of Los Angeles is an AIRS accredited agency.

Calls from the media should be directed to Thelma Bell or Michele Yoder at (626) 350-1841.

EXHIBIT I
CONTRACTOR'S
NONDISCRIMINATION IN SERVICES CERTIFICATION

EXHIBIT I

CONTRACTOR'S NONDISCRIMINATION IN SERVICES CERTIFICATION

Contractor's Name: _____

Address: _____

Internal Revenue Service Employer Identification Number: _____

GENERAL

In accordance with Subchapter VI and VII of the *Civil Rights Act of 1964*, Section 504 of the *Rehabilitation Act of 1973*, as amended, the *Age Discrimination Act of 1975*, the *Food Stamp Act of 1977*, and the *Americans with Disabilities Act of 1990*, the contractor, supplies, or vendor certifies and agrees that all persons serviced by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, color, religion, ancestry, national origin, age, condition or physical or mental disability, marital status, political affiliation or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S CERTIFICATION

(Circle one)

- | | | | |
|----|---|-----|----|
| 1. | The contractor has a written policy statement prohibiting discrimination in providing services and benefits. | Yes | No |
| 2. | The contractor periodically monitors the equal provision of services to ensure nondiscrimination. | Yes | No |
| 3. | Where problem areas are identified in equal provisions of services and benefits, the contractor has a system for taking reasonable corrective action within a specified length of time. | Yes | No |

Name and Title of Signer: _____

Signature: _____

Date: _____

EXHIBIT J

ATTESTATION TO WILLINGNESS

TO CONSIDER GAIN/GROW PARTICIPANTS

EXHIBIT J

ATTESTATION TO WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for Services Purchase Order Contract award, vendors shall demonstrate a proven record of hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for the openings. Additionally, vendors shall attest to a willingness to provide employed GAIN/GROW participants access to the vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Vendors shall complete, sign, and return with their quotation this attachment form entitled "Attestation of Willingness to Consider GAIN/GROW Participants." Vendors who are unable to meet this requirement shall not be considered for Purchase Order award.

Vendor shall complete all of the following information, sign, at the indicated location, and return this form:

- A. Vendor has a proven record of hiring GAIN/GROW participants.

☐ YES ☐ NO

(Subject verification by COUNTY)

- B. Vendor is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that vendor is willing to interview qualified GAIN/GROW participants.

☐ YES ☐ NO

If YES, state the name and phone number of the person whom the COUNTY may contact to refer GAIN/GROW participants: _____.

- C. Vendor is willing to provide employed GAIN/GROW participants access to its employee mentoring program, if available.

☐ YES ☐ NO ☐ N/A (program not available)

VENDOR

(Type or Print Name of Firm)

By: _____

Type or Print Name: _____

Type or Print Title: _____

EXHIBIT K

SAMPLE MONTHLY INVOICE FORMAT

EXHIBIT K

JOB READINESS & CAREER PLANNING SERVICES

SAMPLE MONTHLY INVOICE FORMAT

LOS ANGELES COUNTY OFFICE OF EDUCATION

Invoice Date: _____ Invoice No: _____

Contractor Social Security or Taxpayer I.D. No: _____

Invoice Period:

From: _____ To: _____

Monthly Reimbursements:

A. Orientation for regular CalWORKs participants \$ _____

B. Job Club Services for regular CalWORKs participants \$ _____

SUBTOTAL (A + B): \$ _____

Total Invoice Amount : \$ _____

Contractor Signature

Date Signed _____

TO BE COMPLETED BY CCA

Job Club Services:

Liquidated Damages \$ _____

Total Due Contractor \$ _____

County Contract Administrator (CCA) Signature

Date Signed _____

EXHIBIT L

SAMPLE QUARTERLY RECONCILIATION INVOICE FORMAT

EXHIBIT L

JOB READINESS & CAREER PLANNING SERVICES

SAMPLE QUARTERLY RECONCILIATION INVOICE FORMAT

LOS ANGELES COUNTY OFFICE OF EDUCATION

Invoice Date: _____ Invoice No: _____

Contractor Social Security or Taxpayer I.D. No: _____

Reconciliation Period:

From: _____ To: _____

Actual Costs (from Detail Attachments)

A Orientation for regular CalWORKs _____

B Job Club for regular CalWORKs _____

SUBTOTAL (A+B): _____

TOTAL AMOUNT : _____

LESS Invoice Amounts Received: _____

TOTAL AMOUNT TO BE PAID: _____

Contractor's Authorizing Name (print)

Contractor's Authorizing Signature

Date Signed

County's Approval Name (print)

County's Approval Signature

Date Signed

**JOB READINESS AND CAREER PLANNING SERVICES
SAMPLE QUARTERLY RECONCILIATION INVOICE FORMAT**

ORIENTATION SERVICES

Personnel Expenditures

<u>Classification</u>	<u>Salaries this Quarter</u>	<u>Fringe Benefits this Quarter</u>	<u>Quarter Costs</u>	<u>Year-to-date costs</u>
Certified Administrator	_____	_____	_____	_____
Classified Administrator	_____	_____	_____	_____
Site Manager	_____	_____	_____	_____
Employment Coaches	_____	_____	_____	_____
Employment Coaches (Bilingual)	_____	_____	_____	_____
Support Services Staff	_____	_____	_____	_____
Classified Service Staff	_____	_____	_____	_____
Classified Limited Term	_____	_____	_____	_____
Classified Overtime	_____	_____	_____	_____
Other	_____	_____	_____	_____
Staff Salary Adjustment	_____	_____	_____	_____
Total:	_____	_____	_____	_____
Total Personnel Expenditures (Salaries and Fringe Benefits)			_____	_____

Other Expenditures

<u>Line Item</u>	<u>Quarter Costs</u>	<u>Year- to-date costs</u>
Instructional Materials	_____	_____
Office Supplies	_____	_____
Mileage	_____	_____
Travel/Conferences*	_____	_____
Rent/Lease Equipment	_____	_____
Maintenance-Equipment	_____	_____
Reprographics	_____	_____
Telephone	_____	_____
Bulk Meter Postage	_____	_____
Copier	_____	_____
All Other Equipment	_____	_____
Maintenance of Land and Building	_____	_____
Utilities/Housekeeping	_____	_____
Security Services	_____	_____
Rent/Lease Building	_____	_____
Indirect Costs	_____	_____
Total Other Expenditures	_____	_____
Total Personnel and Other Expenditures	_____	_____

Other Fiscal Activities

	<u>Quarter</u>	<u>Year-to-Date</u>
Royalty payment (GOALS materials) to DPSS	_____	_____

Explain other changes, e.g. personnel change (vacant position, staff leave of absence, addition/deletion of staff, etc.), relocation of line item expenditures, etc.

**JOB READINESS AND CAREER PLANNING SERVICES
SAMPLE QUARTERLY RECONCILIATION INVOICE FORMAT**

JOB CLUB SERVICES

Personnel Expenditures

<u>Classification</u>	<u>Salaries this Quarter</u>	<u>Fringe Benefits this Quarter</u>	<u>Quarter Costs</u>	<u>Year-to-date Costs</u>
Certified Administrator				
Counselor				
Classified Administrator				
Site Manager				
Employment Coaches				
Support Services Staff				
Classified Service Staff				
Classified Limited Term				
Classified Overtime				
Other				
Staff Salary Adjustment				
Total:				
Total Personnel Expenditures (Salaries and Fringe Benefits)				

Other Expenditures

<u>Line Item</u>	<u>Quarter Costs</u>	<u>Year- to-date costs</u>
Other Books		
Instructional Materials		
Office Supplies		
Mileage		
Travel/Conferences		
Outside Conference Facilities		
Insurance-Other		
Rent/Lease Equipment		
Maintenance Equipment		
Reprographics		
Telephone		
Bulk Meter Postage		
Workshops		
Outside Printing		
Copier		
Micro Software		
Micro Parts		
Contract Services-Other		
Contract Services-Temporary Agencies		
Contract Services-Food		
All Other Equipment		
Staff Services		
Security Services		
Rent/Lease Building		
Building Operations		
Utilities		
Total Other Expenditures		
Total Personnel and Other Expenditures		

Other Fiscal Activities

	<u>Quarter</u>	<u>Year-to-Date</u>
Royalty payment (Passport to Success) to DPSS		
Royalty used to offset instructional material costs		
Unused DPSS Royalty Payment		

Explain other changes, e.g. personnel change (vacant position, staff leave of absence, addition/deletion of staff, etc.), relocation of line item expenditures, royalty percentage, etc.

EXHIBIT M

INTERNAL REVENUE SERVICE NOTICE 1015



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2006)

**Have You Told Your Employees About the
Earned Income Credit (EIC)?**

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2006 are less than \$38,348 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2007.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from the IRS website at www.irs.gov or by calling 1-800-829-3676.

**How Will My Employees Know If They Can
Claim the EIC?**

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2006 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2006 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2006 and owes no tax but is eligible for a credit of \$824, he or she must file a 2006 tax return to get the \$824 refund.

**How Do My Employees Get Advance EIC
Payments?**

Eligible employees who expect to have a qualifying child for 2007 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

Notice **1015** (Rev. 12-2006)
Cat. No. 205991



Printed on recycled paper

EXHIBIT N

CERTIFICATION OF NO CONFLICT OF INTEREST

EXHIBIT N

CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the department submitting, district or agency that the provisions of this section have not been violated.

Contractor's Name

Contractor's Official Title

Official's Signature

EXHIBIT O

FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE

CERTIFICATION

EXHIBIT O

FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160. The Proposer also certifies that all persons acting on behalf of the Proposer organization have and will comply with it during the proposal process.

Signature:_____ Date:_____

LOBBYIST CERTIFICATION

EXHIBIT P

CIVIL RIGHTS RESOLUTION AGREEMENT

EXHIBIT P

CONTRACTOR/VENDOR ASSURANCE OF COMPLIANCE OF CIVIL RIGHTS RESOLUTION AGREEMENT WITH THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES

We, «Company», agree to comply with the Civil Rights Resolution Agreement the County of Los Angeles, Department of Public Social Services (DPSS), has entered into with the Office for Civil Rights, Department of Health and Human Services Region IX. We, «Company», also agree to comply with the following Civil Rights provisions: Title VI and Title VII of the Federal Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975; Food Stamp Act of 1977; American with Disabilities Act of 1990; Government Code Section 11135; California Code of Regulations, Title 22, Section 98000-98413; California Department of Social Services Manual of Policies and Procedures, Division 21; and other applicable Federal and State laws, rules, and regulations to ensure that employment practices and the delivery of social service programs are non discriminatory.

As a contractor with DPSS, «Company», agrees to comply with the provisions set forth in the Resolution Agreement aforementioned. Further, «Company», agrees to comply with the requirements of the Resolution Agreement and «Company» understands that it is necessary to ensure their respective public contact staff receive the DPSS provided Civil Rights training, ensure participants receive notices in their primary language, provide interpreters as needed, and comply with all other requirements of the Resolution Agreement.

By signing this form we, «Company», agree to the aforementioned.

Director's Signature (Contractor)

Date

Contractor's Address

**CIVIL RIGHTS RESOLUTION AGREEMENT REQUIREMENTS
FOR CONTRACTORS/VENDORS**

On October 23, 2003, Los Angeles County, Department of Public Social Services (DPSS) entered into an Agreement of Resolution with the Office for Civil Rights, Department of Health and Human Services Region IX placing new requirements on DPSS and DPSS' contractors. As part of those requirements, DPSS will expand its role in training contractor staff that works with DPSS CalWORKs participants, on Civil Rights requirements.

Contractors shall comply with the terms of the Resolution Agreement as directed by DPSS, which includes but is not limited to the following:

- Ensuring public contact staff attend the mandatory DPSS provided Civil Rights Training
- Ensuring notices sent to participants are in their respective primary language
- Providing interpreters so that DPSS can ensure meaningful access to services for all participants
- Maintaining records and record retention of all Civil Rights related correspondence to participants

EXHIBIT Q

CHARITABLE CONTRIBUTION CERTIFICATE

EXHIBIT Q

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" Number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

CERTIFICATION	YES	NO
Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.	()	()

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, Sections 300-301 and Government Code Sections 12585-12586.	()	()
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Signature

Date

Name and Title (please type or print)

EXHIBIT R

NE/NS JOB READINESS AND CAREER PLANNING SERVICES

PROGRAM CHART

EXHIBIT R

Non-English/Non-Spanish Job Readiness and Career Planning Services Program Chart

WEEK 1 - (O/M, CPPS)

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m. - 3:30 p.m. Orientation/Motivation	9:00 a.m. - 3:30 p.m. Career Planning & Preparation Seminar	9:00 a.m. - 4:00 p.m. Career Planning & Preparation Seminar	9:00 a.m. - 4:00 p.m. Career Planning & Preparation Seminar	9:00 a.m. - 3:00 p.m. Career Planning & Preparation Seminar
				3 p.m. – 5 p.m. <i>Register at Worksource Center</i>

WEEK 2 - (Job Club, “Targeted” & “Promotable” Job Search, CDT Meeting, Vocational Assessment)

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m. – 12:00 p.m. Job Club	9:00 a.m. – 12:00 p.m. Job Club	9:00 a.m. – 12:00 p.m. Job Club	9:00 a.m. CDT Meeting Pre-Assessment Mtg. and Assessment	9:00 a.m. CDT Meeting Post-Assessment Meeting
1:00 p.m. – 4:00 p.m. Job Search	1:00 p.m. – 4:00 p.m. Job Search	1:00 p.m. – 4:00 p.m. Job Search		

WEEK 3 – (“Targeted”, “Promotable” & Skill-building Job Search)

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m. – 10:00 a.m. Supervised Job Search	9:00 a.m. – 10:00 a.m. Supervised Job Search	9:00 a.m. – 10:00 a.m. Supervised Job Search	9:00 a.m. – 10:00 a.m. Supervised Job Search	9:00 a.m. - 10:00 a.m. Supervised Job Search
10:00 a.m. – 4:00 p.m. Job and/or Education Search Activities	10:00 a.m. – 4:00 p.m. Job and/or Education Search Activities	10:00 a.m. – 4:00 p.m. Job and/or Education Search Activities	10:00 a.m. – 4:00 p.m. Job and/or Education Search Activities	10:00 a.m. – 4:00 p.m. Job and/or Education Search Activities

EXHIBIT S
LACOE PROPOSED SCHEDULE AND LOCATIONS
FOR NE/NS THRESHOLD AND NON-THRESHOLD LANGUAGE
JOB CLUB CLASSES



Los Angeles County
Office of Education

DPSS Approved Schedule and Locations
NENS Threshold and Non-Threshold Language Classes



Start Date	Armenian	Russian	Korean	Cambodian	Vietnamese	Cantonese and Mandarin	Non-Threshold
12/4	Palmdale	Palmdale		Downey	Downtown	Airport	El Monte 12/4
12/11	El Monte	El Monte	Downey	El Monte	Carson	Downtown	
12/18	Downey	Downey	El Monte	Airport	Burbank	Carson	
12/26 *	Burbank		Airport	Downtown	Palmdale	Burbank	
1/2 *	Airport	Airport	Downtown	Carson	Palmdale	Palmdale	Downey 1/2 *
1/8	Downtown	Downtown	Carson	Burbank	Downey		
1/16 *	Carson	Carson	Burbank	Palmdale	El Monte	Downey	
1/22	Burbank	Burbank	Palmdale		Airport	El Monte	
1/29	Palmdale	Palmdale		Downey	Downtown	Airport	Palmdale 1/29
2/5	El Monte	El Monte	Downey	El Monte	Carson	Downtown	
2/12	Downey	Downey	El Monte	Airport	Burbank	Carson	
2/20 *	Burbank		Airport	Downtown	Palmdale	Burbank	
2/26	Airport	Airport	Downtown	Carson	Palmdale	Palmdale	Downtown 2/26
3/5	Downtown	Downtown	Carson	Burbank	Downey		
3/12	Carson	Carson	Burbank	Palmdale	El Monte	Downey	
3/19	Burbank	Burbank	Palmdale		Airport	El Monte	
3/26	Palmdale	Palmdale		Downey	Downtown	Airport	El Monte 3/26
4/2	El Monte	El Monte	Downey	El Monte	Carson	Downtown	
4/9	Downey	Downey	El Monte	Airport	Burbank	Carson	
4/16	Burbank		Airport	Downtown	Palmdale	Burbank	
4/23	Airport	Airport	Downtown	Carson	Downey	Palmdale	Downey 4/23
4/30	Downtown	Downtown	Carson	Burbank	El Monte	Downey	
5/7	Carson	Carson	Burbank	Palmdale	Airport	El Monte	
5/14	Burbank	Burbank	Palmdale	Downey	Downtown	Airport	Palmdale 5/21
5/21	Palmdale	Palmdale		El Monte	Carson	Downtown	
5/28 *	El Monte	El Monte	Downey	Airport	Burbank	Carson	
6/4	Downey	Downey	El Monte	Downtown	Palmdale	Burbank	
6/11	Burbank		Airport	Carson	Downey	Palmdale	Downtown 6/18
6/18	Airport	Airport	Downtown	Burbank			
6/25	Downtown	Downtown	Carson		Downey		
* Starts on a TUESDAY							

Note: DPSS and MAXIMUS GSWs should call LACOE at (562) 922-8624 to schedule participants and confirm session availability. 11/29/08



Los Angeles County
Office of Education

LACOE Proposed Schedule and Locations
NENS Threshold and Non-Threshold Language Classes



Start Date	Armenian	Russian	Korean	Cambodian	Vietnamese	Cantonese and Mandarin	Non-Threshold
6/25	Downtown	Downtown	Carson	Burbank	Downey		
7/2	Carson	Carson	Burbank	Palmdale	El Monte	Downey	
7/9	Burbank	Burbank	Palmdale		Airport	El Monte	
7/16	Palmdale	Palmdale		Downey	Downtown	Airport	Palmdale 7/16
7/23	El Monte	El Monte	Downey	El Monte	Carson	Downtown	
7/30	Downey	Downey	El Monte	Airport	Burbank	Carson	
8/6	Burbank		Airport	Downtown	Palmdale	Burbank	
8/13	Airport	Airport	Downtown	Carson		Palmdale	Downtown 8/13
8/20	Downtown	Downtown	Carson	Burbank	Downey		
8/27	Carson	Carson	Burbank	Palmdale	El Monte	Downey	
9/4*	Burbank	Burbank	Palmdale		Airport	El Monte	
9/10	Palmdale	Palmdale		Downey	Downtown	Airport	El Monte 9/10
9/17	El Monte	El Monte	Downey	El Monte	Carson	Downtown	
9/24	Downey	Downey	El Monte	Airport	Burbank	Carson	
10/1	Burbank		Airport	Downtown	Palmdale	Burbank	
10/8*	Airport	Airport	Downtown	Carson		Palmdale	Downey 10/9
10/15	Downtown	Downtown	Carson	Burbank	Downey	Downey	
10/22	Carson	Carson	Burbank	Palmdale	El Monte	El Monte	
10/29	Burbank	Burbank	Palmdale		Airport	Airport	Palmdale 11/5
11/5	Palmdale	Palmdale		Downey	Downtown	Airport	
11/13*	El Monte	El Monte	Downey	El Monte	Carson	Downtown	
11/19	Downey	Downey	El Monte	Airport	Burbank	Carson	
11/26	Burbank		Airport	Downtown	Palmdale	Burbank	
12/3	Airport	Airport	Downtown	Carson	Downey	Palmdale	Downtown 12/3
12/10	Downtown	Downtown	Carson	Burbank			
12/17	Carson	Carson	Burbank	Palmdale	El Monte	Downey	
	* Starts on a TUESDAY						

DPSS and MAXIMUS GSWs should call LACOE at (562) 922-6425 to schedule all participants confirm session dates. Revised: 4/18/07